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## ABSTRACT

Summarized is legislation from states and outlying territories, in effect as of January, 1976, which constitutes the basic legal structure for the development and implementation of inservice staff development programs in public education. The major elements of the statutes affecting inservice staff development are noted to include collective bargaining, inservice categories (the type of inservice activity desired), and inservice subjects (which include agricultural instruction, delinquency and crime prevention, and special education). Statutes for each state appear in the same order, and with the same section numbers as in their respective state code books. In addition, a series of charts are provided which facilitates state by state comparisons of governance structures, subjects, purposes, and types of inservice training mandated by law. State employee negotiation statutes regarding collective bargaining have also been reported in chart form. Indexes for each state categorize statutes under the following main headings: attendance; calendar; grants; finance; inservice authority; inservice categories; inservice participants; inservice subjects; leaves of absence (sabbaticals); and state and local boards of education, supervisors, and administrators. (SBH)

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# STATE LEGISLATION AFFECTING INSERVICE STAFF DEVELOPMENT IN PUBLIC EDUCATION

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## Model Legislation Project

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## INTRODUCTION

The Lawyers' Committee for Civil Rights Under Law was established at the request of President Kennedy in 1963 in response to his request that attorneys throughout the country insure the protection of constitutional liberties and promote the enforcement of civil rights laws. Meeting this challenge has been the Committee's focus for the past thirteen years. Research and litigation concerning equal educational opportunity are among the major endeavors of the Committee.

For the past three years the Lawyers' Committee has undertaken the collection and indexing of all state legal standards affecting education. Research is now being conducted to formulate alternative policy options and model state legal provisions for ensuring both equal opportunity, and high standards of quality in education.

Inservice development is now emerging as an important, necessary component of both the remedy for major educational failures confronting many large urban school systems and the redesigning of education systems to meet the diverse educational needs of all students and communities.

It is our hope that this document will be a useful addition to the law and education resources presently needed to secure these ends.

This report collects legislation from states and outlying territories, in effect as of January, 1976. Regardless when these statutes were enacted (some are more recent than others) they constitute the basic legal structure for the development and implementation of inservice staff development programs. In addition to collecting the texts of the relevant statutes, the compilation includes a series of charts which facilitates state by state comparisons of the governance structures, subjects, purposes, and types of inservice training mandated by law. Since collective bargaining has a substantial impact on inservice governance the relevant portions of state employee negotiation statutes have been reproduced in chart form.

For the purpose of this report, staff development has been defined in broad terms to allow for inclusion of statutes pertaining to the general improvement of educators through such activities as formal inservice training, meetings and conferences held by supervisory personnel, conventions and other gatherings held by educational associations, and leaves of absence (sabbaticals) granted for the purpose of professional improvement.

The statutes for each state appear in the compilation in the same order, and with the same section numbers as they appear in their respective state code books.



## HOW TO USE THE INDEX

The index which accompanies the compilation of state legislation affecting staff development is intended to give the user of this study easy access to specific types of information. Statutes have been indexed under the following main headings:

- *Attendance* — Attendance requirements for personnel at specific inservice training activities are listed here.
- *Calendar* — Statutes regarding the closing of schools to allow personnel to attend inservice training activities are indexed under this heading.
- *Grants* — This heading contains information regarding grant programs which several states have established to allow either districts, schools, or individuals to participate in or develop inservice training activities.
- *Finance* — Statutes indexed in this category discuss either (a) compensation for staff members attending inservice training activities, (b) reimbursement for expenses actually incurred attending inservice training activities, or (c) funding sources, listed when possible by either the name of the agency or fund from which monies may be available, for inservice training activities.
- *Inservice Authority* — Supervisory personnel who have the authority to either call or conduct inservice training activities are listed within this category.
- *Inservice Categories* — The variety of different types of inservice training activities — conferences, institutes, scholarships, workshops, etc. — are listed in this heading.
- *Inservice Participants* — For statutes giving information on staff members who are required or permitted to attend inservice training activities use this heading. Please note: In some cases where citizens and parents are permitted to attend inservice training activities reference has been made to the specific statutes.
- *Inservice Subjects* — Statutes making specific references to the subject matter to be covered during inservice training activities are indexed within this heading.
- *Leaves of Absence (Sabbaticals)* — Information concerning leaves of absence for professional improvement are indexed here.
- *State and Local Boards of Education, Supervisors, and Administrators* — Statutes which refer to state and local boards of education or supervisors or administrators are listed throughout the index under the appropriate state titles of such bodies or personnel.

States with more extensive statutory provisions have been indexed more fully.

Since most statutes contain information falling within more than one index heading the same code section number can usually be found at more than one place in the index.

## A SUMMARY OF THE MAJOR ELEMENTS OF STATUTES AFFECTING INSERVICE STAFF DEVELOPMENT

**Inservice Authority:** Statutory authority to "call and conduct," "define," "establish," or "provide" inservice staff development is delegated to several state and local officials. Twelve states — Arizona, California, Georgia, Iowa, Minnesota, Nebraska, New Hampshire, Oklahoma, Pennsylvania, Rhode Island, South Dakota, and Tennessee — grant this kind of authority to the state board of education. State departments of education have similar authority in 14 states — California, Florida, Hawaii, Iowa, Kentucky, Louisiana, Maine, Massachusetts, Michigan, Oklahoma, Rhode Island, Tennessee, Texas, and Vermont. Twenty-five states — Alabama, California, Connecticut, Florida, Iowa, Kentucky, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Montana, Nebraska, New Hampshire, New Jersey, New York, North Dakota, Oregon, South Dakota, Texas, Utah, Vermont, Washington, and West Virginia — vest responsibility in the chief state school officer.

Authority to "call and conduct," "define," "establish," and "provide" inservice staff development is also vested in the local boards of education of 13 states — Arkansas, California, Florida, Hawaii, Kentucky, Michigan, Mississippi, North Carolina, Ohio, Pennsylvania, Virginia, Washington, and West Virginia. Local superintendents of education have this authority in nineteen states — Alabama, Arizona, Arkansas, California, Florida, Hawaii, Illinois, Iowa, Maryland, Minnesota, Mississippi, Nebraska, New York, North Dakota, Texas, Washington, West Virginia, and Wyoming.

As can be seen above, several states grant similar types of authority to more than one body or official. In some cases, this reflects an overlap in responsibility and authority. In other cases, the authority granted different actors concerns separate inservice functions.

In addition to delegating authority to "provide" inservice staff development opportunities, several state statutes grant state boards or departments the power to significantly regulate the training provided. Nine states — California, Colorado, Connecticut, Delaware, Louisiana, Maryland, Oregon, Vermont, and Wyoming — require their state boards to promulgate "rules and regulations" governing inservice. State departments of education in six states — Colorado, Maryland, Oklahoma, Tennessee, Utah, and Vermont — are charged with the development, maintenance, and dissemination of resource material for use in inservice activities.

Guam, Puerto Rico and 17 states — Alabama, California, Connecticut, Delaware, Florida, Iowa, Maryland, Michigan, Minnesota, Nebraska, Nevada, New Jersey, New York, North Dakota, Ohio, Pennsylvania, Rhode Island — authorize cooperative efforts between state and local educational agencies and institutions of higher education in the development and conduct of staff development programs.

Eighteen states — California, Florida, Hawaii, Indiana, Illinois, Kentucky, New Hampshire, Montana, New Mexico, North Dakota, Pennsylvania, South Dakota, Texas, Utah, Vermont, Washington, West Virginia, and Wisconsin — encourage personnel to participate in inservice activities conducted by State Education Associations or State School Board Associations or other state professional organizations. (SEE: Inservice Categories-Associations and Conventions)

Chart III indicates how the most significant kinds of authority are allocated, as well as the scope of the authority and the persons affected by its exercise.

**Collective Bargaining:** In addition to statutes directly allocating inservice decision-making authority, laws providing for collective negotiations between school boards and education staff have a significant impact on inservice governance.

Only one state — Iowa — expressly includes inservice training in its statutory list of matters which may be negotiated and included in a binding agreement. Idaho and Nebraska, however, grant school boards and employees discretion to decide the subjects of negotiation. A handful of other states use statutory phrases likely to encompass inservice matters. "Fulfillment of professional duties," "personnel policies," and "any major policy affecting employee relations" are examples of such phrases. Whether, and to what extent, any of these phrases would be held to include inservice matters is, of course, a question best answered by analyzing concrete instances. This is beyond our scope here.

The relevance of other states' collective bargaining laws to inservice staff development is also a matter of judgment. Most collective bargaining laws have a catch-all phrase such as "conditions of employment" that could be construed to pull inservice training within the scope of bargainable issues. Should that be the case, binding contracts regarding inservice would be authorized. If private sector labor law concepts were to be applied in such a situation (this is currently a matter of uncertainty), inservice would be deemed to be a mandatory subject of bargaining and either side could insist on its proposals to the point of impasse.

## MAJOR ELEMENTS

Some states grant education employees the right to "meet and confer" about educational policy matters, even if collective bargaining is limited to narrower subjects such as wages. It is not clear in these states (or most others, for that matter) whether any consensus reached on "policy" matters can be incorporated in a binding agreement. There is indication in some of the case law that such an agreement might constitute an unlawful delegation of authority by a school board, though the "anti-delegation doctrine" is an antiquated notion which, generally speaking, is declining in strength and popularity.

The scope of bargainable issues in the private sector is quite broad, though the history of private labor law did include a period when the scope was more narrowly construed. At that time it was common to deny employees the right to bargain over whether a particular policy decision would be made but grant employees bargaining rights regarding the effect of the decision on bargainable matters. It is possible that a similar notion will gain currency in public sector labor relations law. This would mean that some aspects of inservice would be bargainable while others would not.

Most bargaining laws authorize grievance procedures and most of these laws clearly indicate that grievances concern only matters included in a binding contract. Not all laws are this clear, however, and it is conceivable that grievance procedures covering more than just bargainable issues might be permissible.

Chart IV indicates the "negotiation clauses" and "scope clauses" of collective bargaining laws affecting teachers and most other professional education staff. It shows the terms used to describe the kind of employer-employee interchange that must take place (such as meet, confer, negotiate, or bargain) and the terms used to describe the subjects of the interchange (wages, hours, inservice training, terms and conditions of employment, etc.). Some general inferences as to the likelihood that some aspects of inservice might be bargainable can be drawn from this basic data. More extensive analysis requires exploration of case law.

**Inservice Categories:** Chart I indicates the phrases used in state statutes to prescribe the type (as opposed to the subject or purpose) of inservice activity desired by the legislature.

**Inservice Participants:** Chart II — INSERVICE PARTICIPANTS — indicates the individuals offered, or required to attend, inservice training as expressly provided by state law.

**Inservice Subjects:** The most common subject or purpose of inservice staff development could be classified as pedagogics — the science and art of teaching. Phrases like "professional insight and efficiency," "instructional improvement," "instructional skills," and "program improvement" are frequently used. States which have statutes providing for more specifically defined inservice subjects usually have general pedagogical inservice training as well.

Specifically mandated inservice subjects and the states which provide for them are as follows:

- Agricultural Instruction — Louisiana, Utah;
- Alcohol and Drug Abuse — Arizona, Georgia, Maryland, Mississippi, New Jersey, Oklahoma, Vermont;
- American Government — Louisiana;
- Basic Skills — California, Michigan;
- Bilingual Education — California, Illinois;
- Conservation — California;
- Consumer Education — Florida;
- Delinquency and Crime Prevention — Nevada;
- Educational Television and Radio — Oregon, South Dakota;
- Ethnic Studies — California;
- Home Economics — Utah;
- Inter-Group Relations — Connecticut;
- Language Development — California;
- "Latest Developments" in Subject Matter — Texas;
- Mathematics — California;
- Reading — California;
- School Finance — Oklahoma;
- School Law — Montana;
- Sight Conservation — Hawaii;
- Special Education — Colorado, Connecticut, Florida, Maine, Mississippi, Ohio, Oregon, Rhode Island, Tennessee;
- State History — Delaware;
- Thorough and Efficient Education-Remedy — New Jersey;
- Vocational Education — Georgia, Louisiana, Massachusetts, Michigan, Minnesota, Mississippi, South Carolina, Tennessee, Texas.

## MAJOR ELEMENTS

***Leaves of Absence*** (Sabbaticals): The following states provide for leaves of absence for professional improvement:

Alabama, Alaska, California, Delaware, Florida, Hawaii, Idaho, Illinois, Indiana, Louisiana, Maine, Massachusetts, Michigan, Mississippi, Missouri, Nebraska, Nevada, New York, Ohio, Oregon, Pennsylvania, Tennessee, Texas, Washington, West Virginia, Virgin Islands.

***Attendance Requirements:*** The following states have statutory provisions governing attendance requirements for participants of inservice staff development activities:

Alabama, Arkansas, California, Florida, Illinois, Iowa, Nevada, New Jersey, North Dakota, Pennsylvania, Tennessee, Texas, Utah, Washington, Wyoming.



Chart I -- INSERVICE CATEGORIES

| States         | Training | Institute | Workshop | Exper-<br>imental/<br>Demon-<br>stration | Confer-<br>ence/<br>Meeting/<br>Visitation | Associa-<br>tion/<br>Conven-<br>tion | Univer-<br>sity<br>Course | Summer<br>School | Other |
|----------------|----------|-----------|----------|------------------------------------------|--------------------------------------------|--------------------------------------|---------------------------|------------------|-------|
| Alabama        |          | X         | X        |                                          | X                                          | X                                    | X                         |                  |       |
| Alaska         |          |           |          |                                          |                                            | X                                    |                           |                  |       |
| Arizona        | X        | X         |          |                                          |                                            |                                      |                           |                  |       |
| Arkansas       | X        |           |          |                                          | X                                          |                                      |                           | X                |       |
| California     | X        | X         | X        | X                                        | X                                          | X                                    | X                         |                  | X*(1) |
| Colorado       | X        |           |          |                                          | X                                          |                                      |                           |                  | X*(2) |
| Connecticut    | X        |           | X        |                                          |                                            |                                      | X                         |                  |       |
| Delaware       |          |           |          |                                          |                                            |                                      | X                         | X                |       |
| Florida        | X        | X         | X        | X                                        | X                                          | X                                    | X                         |                  |       |
| Georgia        | X        |           | X        | X                                        | X                                          |                                      |                           |                  | X*(3) |
| Hawaii         | X        | X         |          |                                          |                                            | X                                    |                           | X                |       |
| Idaho          |          |           | X        |                                          | X                                          |                                      |                           |                  |       |
| Illinois       | X        | X         | X        |                                          | X                                          | X                                    |                           |                  | X*(4) |
| Indiana        |          | X         |          |                                          |                                            | X                                    |                           |                  | X*(5) |
| Iowa           |          |           |          | X                                        | X                                          |                                      |                           |                  | X*(6) |
| Kentucky       | X        |           |          |                                          | X                                          | X                                    | X                         |                  |       |
| Louisiana      | X        | X         |          |                                          |                                            |                                      |                           |                  | X*(7) |
| Maine          | X        |           |          |                                          | X                                          |                                      |                           |                  |       |
| Maryland       | X        |           |          |                                          | X                                          |                                      | X                         |                  |       |
| Massachusetts  | X        | X         |          |                                          | X                                          | X                                    | X                         |                  |       |
| Michigan       | X        | X         |          | X                                        | X                                          |                                      |                           |                  | X*(8) |
| Minnesota      | X        | X         |          |                                          | X                                          |                                      | X                         |                  |       |
| Mississippi    | X        | X         |          |                                          | X                                          |                                      |                           | X                |       |
| Missouri       |          |           |          |                                          | X                                          |                                      |                           |                  |       |
| Montana        |          |           |          |                                          | X                                          |                                      |                           |                  |       |
| Nebraska       |          | X         |          |                                          | X                                          | X                                    |                           |                  | X*(4) |
| Nevada         | X        |           |          |                                          | X                                          |                                      | X                         |                  |       |
| New Hampshire  |          | X         |          |                                          | X                                          | X                                    |                           |                  | X*(9) |
| New Jersey     | X        | X         | X        |                                          | X                                          | X                                    | X                         | X                |       |
| New Mexico     |          |           |          |                                          |                                            | X                                    |                           |                  |       |
| New York       |          |           |          |                                          | X                                          | X                                    | X                         |                  |       |
| North Carolina |          |           |          |                                          | X                                          |                                      |                           |                  |       |
| North Dakota   | X        | X         |          |                                          | X                                          | X                                    |                           |                  | X*(3) |

Chart I -- INSERVICE CATEGORIES (cont.)

| States         | Training | Institute | Workshop | Exper-<br>mental/<br>Demon-<br>stration | Confer-<br>ence/<br>Meeting/<br>Visitation | Associa-<br>tion/<br>Conven-<br>tion | Univer-<br>sity<br>Course | Summer<br>School | Other   |
|----------------|----------|-----------|----------|-----------------------------------------|--------------------------------------------|--------------------------------------|---------------------------|------------------|---------|
| Ohio           | X        |           |          |                                         |                                            |                                      | X                         |                  |         |
| Oklahoma       | X        |           | X        |                                         |                                            | X                                    |                           |                  |         |
| Oregon         | X        |           |          | X                                       |                                            |                                      |                           |                  |         |
| Pennsylvania   | X        | X         |          |                                         | X                                          | X                                    |                           | X                |         |
| Rhode Island   | X        |           |          |                                         |                                            |                                      | X                         |                  |         |
| South Carolina | X        | X         |          |                                         |                                            |                                      |                           |                  |         |
| South Dakota   | X        |           |          |                                         | X                                          | X                                    |                           |                  |         |
| Tennessee      | X        | X         |          |                                         | X                                          |                                      |                           |                  |         |
| Texas          |          | X         |          |                                         | X                                          | X                                    |                           |                  | X* (10) |
| Utah           | X        |           |          |                                         |                                            | X                                    |                           |                  | X* (11) |
| Vermont        |          |           |          |                                         | X                                          |                                      | X                         | X                |         |
| Virginia       |          |           |          |                                         | X                                          |                                      |                           |                  |         |
| Washington     |          | X         | X        |                                         | X                                          | X                                    |                           |                  |         |
| West Virginia  | X        | X         | X        |                                         | X                                          | X                                    |                           |                  |         |
| Wisconsin      | X        |           | X        |                                         |                                            | X                                    |                           |                  |         |
| Wyoming        |          | X         |          |                                         | X                                          |                                      |                           |                  | X* (12) |
| Guam           |          |           |          |                                         |                                            |                                      | X                         |                  |         |
| Puerto Rico    |          |           |          |                                         | X                                          |                                      | X                         |                  |         |
| Virgin Islands |          |           |          |                                         |                                            |                                      | X                         |                  |         |

- \* (1) Incentive Programs
- \* (2) Clerical Experience
- \* (3) Study Group
- \* (4) Professional Educational Experience/Professional Growth
- \* (5) Visit to Model School
- \* (6) Field Work
- \* (7) Special Sessions of School/Seminars
- \* (8) Observation and Practice
- \* (9) Lectures
- \* (10) Instructional Sessions
- \* (11) Merit Program
- \* (12) Courses of Reading

Chart II -- INSERVICE PARTICIPANTS

| States         | Administrators and Supervisors | Local Superintendents | Paraprofessionals | School Board Members | School District Personnel | School Officers | State Superintendent | Teachers |
|----------------|--------------------------------|-----------------------|-------------------|----------------------|---------------------------|-----------------|----------------------|----------|
| Alabama        | X                              |                       |                   | X                    |                           | X               |                      | X        |
| Alaska         | X                              |                       |                   | X                    |                           |                 |                      | X        |
| Arizona        |                                |                       |                   |                      |                           |                 |                      | X        |
| Arkansas       |                                |                       |                   |                      |                           |                 |                      | X        |
| California     | X                              | X                     | X                 | X                    | X                         |                 | X                    | X        |
| Colorado       |                                |                       |                   |                      | X                         | X               |                      | X        |
| Connecticut    |                                |                       | X                 |                      | X                         |                 |                      | X        |
| Delaware       |                                |                       |                   |                      |                           |                 |                      | X        |
| Florida        |                                | X                     |                   |                      | X                         |                 |                      | X        |
| Georgia        | X                              |                       |                   |                      |                           |                 |                      | X        |
| Hawaii         |                                |                       |                   |                      | X                         |                 |                      | X        |
| Idaho          |                                |                       |                   |                      |                           |                 |                      | X        |
| Illinois       |                                |                       |                   | X                    | X                         | X               |                      | X        |
| Indiana        |                                |                       |                   |                      |                           |                 |                      | X        |
| Iowa           | X                              |                       |                   |                      |                           |                 |                      | X        |
| Kentucky       | X                              | X                     |                   | X                    |                           | X               | X                    | X        |
| Louisiana      |                                |                       |                   |                      |                           |                 |                      | X        |
| Maine          |                                | X                     |                   |                      | X                         |                 |                      | X        |
| Maryland       |                                | X                     |                   | X                    |                           | X               |                      | X        |
| Massachusetts  |                                |                       |                   | X                    |                           |                 |                      | X        |
| Michigan       |                                |                       |                   |                      | X                         |                 |                      | X        |
| Minnesota      |                                | X                     |                   | X                    |                           | X               |                      | X        |
| Mississippi    |                                |                       |                   |                      |                           |                 |                      | X        |
| Missouri       |                                |                       |                   |                      |                           |                 |                      | X        |
| Montana        |                                | X                     |                   |                      |                           | X               |                      | X        |
| Nebraska       |                                | X                     |                   |                      |                           | X               |                      | X        |
| Nevada         | X                              |                       |                   |                      |                           | X               |                      | X        |
| New Hampshire  |                                | X                     |                   |                      |                           |                 |                      | X        |
| New Jersey     |                                | X                     |                   |                      | X                         |                 |                      | X        |
| New Mexico     |                                |                       |                   |                      | X                         |                 |                      | X        |
| New York       |                                |                       |                   |                      |                           |                 |                      | X        |
| North Carolina |                                |                       |                   |                      | X                         |                 |                      | X        |
| North Dakota   |                                | X                     |                   |                      |                           | X               |                      | X        |

Chart II -- INSERVICE PARTICIPANTS (cont.)

| States         | Adminis-<br>trators<br>and Sup-<br>ervisors | Local<br>Super-<br>intend-<br>ents | Para-<br>profes-<br>sionals | School<br>Board<br>Members | School<br>District<br>Personnel | School<br>Officers | State<br>Super-<br>intendent | Teachers |
|----------------|---------------------------------------------|------------------------------------|-----------------------------|----------------------------|---------------------------------|--------------------|------------------------------|----------|
| Ohio           |                                             |                                    |                             |                            |                                 |                    |                              | X        |
| Oklahoma       |                                             |                                    |                             | X                          |                                 |                    |                              | X        |
| Oregon         |                                             |                                    |                             |                            |                                 |                    |                              | X        |
| Pennsylvania   | X                                           | X                                  |                             | X                          |                                 |                    |                              | X        |
| Rhode Island   |                                             | X                                  |                             |                            |                                 | X                  |                              | X        |
| South Carolina |                                             |                                    |                             |                            |                                 |                    |                              | X        |
| South Dakota   |                                             | X                                  |                             | X                          | X                               |                    |                              | X        |
| Tennessee      |                                             |                                    | X                           |                            |                                 |                    |                              | X        |
| Texas          |                                             |                                    |                             |                            |                                 | X                  |                              | X        |
| Utah           | X                                           | X                                  |                             | X                          |                                 |                    |                              | X        |
| Vermont        |                                             | X                                  |                             |                            |                                 |                    |                              | X        |
| Virginia       |                                             |                                    |                             |                            |                                 |                    |                              | X        |
| Washington     |                                             | X                                  |                             |                            |                                 | X                  | X                            | X        |
| West Virginia  |                                             |                                    | X                           |                            |                                 |                    |                              | X        |
| Wisconsin      |                                             |                                    |                             |                            | X                               |                    |                              | X        |
| Wyoming        |                                             |                                    |                             |                            |                                 |                    |                              | X        |
| Guam           |                                             |                                    |                             |                            |                                 |                    |                              | X        |
| Puerto Rico    |                                             |                                    |                             |                            | X                               |                    |                              | X        |
| Virgin Islands |                                             |                                    |                             |                            | X                               |                    |                              | X        |



### CHART III — MANDATORY PROGRAMS AND STANDARDS AND THE ALLOCATION OF DECISION-MAKING AUTHORITY

This chart is a shorthand summary encapsulating the essence of the compilation. It indicates, at a glance, what must happen, who must make it happen, as well as who is necessarily affected. It also indicates who has discretionary authority to make things happen and who has the power to significantly regulate whatever occurs.

The chart employs the following format:

**Must provide program; attendance mandatory:** The title of the official or board who has the authority over a program which *must* be provided/What type of program is called for — institute, conference, meeting, etc./What the subject of the program will be/Who is required to attend the program.

For Example: In Alabama, the State Superintendent of Education is required to hold institutes for the improvement of teachers; and teachers, administrators, and supervisors must attend. The entry for Alabama reads, "Must provide program; attendance mandatory: S.S. of E./institute/improvement of teachers/teachers, administrators, supervisors."

**Must provide programs; attendance optional:** The title of the official or board who has the authority over a program which must be provided/What type of program is called for/What the subject of the program will be. NOTE: Attendance at a program listed here may in fact be made mandatory by administrative order. The heading, "attendance optional," however, indicates that the *statute* does not expressly require attendance.

**Optional program; attendance mandatory:** The title of the official or board who has the authority to call an optional program/What type of program is called for/What the subject of the program will be/Who is required to attend if the program is in fact called.

**Must regulate or May regulate:** The title of the official of board with the mandatory or optional responsibility to perform an activity other than providing programs/What type of activity is called for.

For Example: Colorado's Department of Education must maintain a depository of resource materials used in education of visually and hearing handicapped children. The entry for Colorado reads, "Must regulate: D. of E./maintain a depository of resource materials used in education of visually and hearing handicapped children."

#### KEY

C. of E. = Commissioner of Education; C.S. of E. = County Superintendent of Education; C.S. of S. = County Superintendent of Schools; D. of E. = Department of Education; S. of P.I. = Superintendent of Public Instruction; S.B. of E. = State Board of Education; S.S. of E. = State Superintendent of Education; S.S. of S. = State Superintendent of Schools

#### ALABAMA

**Must provide program; attendance mandatory:** S.S. of E./institute/improvement of teachers/teachers, administrators, supervisors.

**Must provide programs; attendance optional:** C.S. of E./conference/professional insight and efficiency and to develop public interest in education.

C.S. of E./institute and reading circle/aims and work of the schools.

C.S. of E./conference/state teachers' reading circle or on the problems of instruction and administration.

D. of E./university extension courses/(unspecified).

**May regulate:** S.S. of E./prepare outlines for use in teacher institutes.

S.B. of E./rules and regulations for in-service training.

#### ARIZONA

**Must provide program; attendance optional:** C.S. of S./institute/art of teaching.

## **CHART III**

### **ARKANSAS**

Must provide program/ attendance mandatory: C.S. of S./meetings/general exchange of ideas in the working of the schools/teachers (in cities with 5,000 or less inhabitants).

May regulate: S.B. of E./requirements for special education programs.

### **CALIFORNIA**

Must provide program; attendance optional: D. of E./workshops and conferences/training.

School Districts/program/observe institutional techniques of specialist teachers.

S.B. of E./regional program/mathematics.

Schools (with students of diverse ethnic backgrounds)/preparation program/ethnic studies.

Optional program; attendance mandatory: C.S. of S./institute/(unspecified)/teachers.

Must regulate: D. of E./administer provisions of Bilingual Education Act of 1972.

Commission for Teacher Preparation and Licensing/promulgate regulations for Career Ladder Program.

Commission for Teacher Preparation and Licensing/design a comprehensive language and culture curriculum.

S.B. of E./prescribe standards for designation of specialist math teachers.

S. of P.I./establish rules and regulations for administration of regional math program.

D. of E./develop list of approved courses — ethnic studies.

S.B. of E./adopt rules and regulations establishing minimum standards for in-service programs.

S.B. of E./develop evaluation procedures and materials designed to measure the improvement of teaching competence as a result of participation in in-service program.

D. of E. establish rules and regulations for administration of "Staff Development Projects."

### **COLORADO**

Must provide program; attendance optional: C. of E./visitation/improvement of public instruction.

Must regulate: D. of E./maintain a depository of resource materials used in education of visually and hearing handicapped children.

S.B. of E./establish criteria for in-service education program.

### **CONNECTICUT**

Must provide program; attendance optional: S.B. of E./workshop and related activities/improving teachers' proficiency in meeting the diverse needs and interests of pupils.

May regulate: C. of E. and S.B. of E./develop guidelines to specify conditions for program grants for clinical experience.

### **DELAWARE**

Must provide program; attendance optional: 'University of Delaware/summer school/pedagogy and history and government of Delaware.

Must regulate: S.B. of E./adopt rules and regulations governing attendance of teachers at summer school at the University of Delaware.

### **FLORIDA**

Must provide program; attendance optional: S.S. of E./visitation and conference and institute and study course/improving the school condition.

D. of E./training/consumer education.

Local School Board/training/(unspecified).

Optional program; attendance mandatory: D. of E. or S.S. of E./conference/(unspecified/instructional staff.

## **CHART III**

### **FLORIDA (Continued)**

Must regulate: S.B. of E./regulations governing Teacher Education Center.

D. of E./approve programs granted under Teacher Education Act of 1973.

D. of E./establish criteria for inservice training at Teacher Education Centers.

May regulate: S.B. of E./rules and regulations governing conferences.

### **GEORGIA**

Must provide program; attendance optional: S.B. of E./training/planning and management of a systematic program to improve instructional and support services.

Must regulate: S.B. of E./develop curriculum materials — method of instruction on the influence of alcohol on human health and behavior.

### **HAWAII**

Must provide program; attendance optional: Director of Personnel/training/improvement of quality of service.

### **ILLINOIS**

Must provide program; attendance optional: C.S. of S./institute/(unspecified).

Local School Board/training/(unspecified).

### **IOWA**

Must provide program; attendance optional: Area Education Agency Administrator/meeting or demonstration teaching/improvement of instruction.

### **KENTUCKY**

Must provide program; attendance optional: D. of E./training/improving instruction in the public common schools and for the improvement of leadership qualities and professional competence.

### **LOUISIANA**

Must provide program; attendance optional: Parish School Boards/institute/improvement of teachers.

D. of E./seminars/principles of American form of government, evils of socialism.

Must regulate: S.B. of E./adopt professional books for use in institute.

S.B. of E./prepare rules and regulations for the governing of institutes.

S.B. of E./establish rules and regulations for the government of seminars.

D. of E./determine the scope and the methods to be used at seminars.

### **MAINE**

Must provide program; attendance optional: C. of E./conferences/instruction of superintendents.

### **MARYLAND**

Must provide program; attendance optional: S.S. of S./conference/conditions, needs and improvement of the schools.

C.S. of S./training/professional improvement.

C.S. of S./visitations/improvement of management and instruction.

Must regulate: S.B. of E./prescribe basic policy and guidelines for the program of instruction for the public schools.

S.S. of S./prepare and publish pamphlets to foster in teachers professional insight and efficiency.

S.B. of E./establish criteria for determining how a teacher may be deemed to be "trained in the field of drug education."

### **MICHIGAN**

Must provide program; attendance optional: Board of Control/training schools/observation and practice.

### CHART III

#### MICHIGAN (Continued)

D. of E./training/basic studies.

S.B. of E./training/career education.

Must regulate: State Board of Control/formulate rules and regulations for the development and operation of vocational schools and training of teachers.

Board of Control/prescribe appropriate courses of study for training of teachers.

S.B. of E./recommend state-wide guidelines and goals for a comprehensive career education program.

May regulate: Board of Education/provide rules and regulations governing sabbatical leaves.

#### MINNESOTA

Must provide program; attendance optional: C. of E./meeting/(unspecified).

May regulate: Board of Education/provide rules and regulations governing sabbatical leaves.

#### MISSISSIPPI

Must provide program; attendance optional: S. of P.I./meeting/educational progress.

Director of the Division of Instruction/meeting/drug and alcohol abuse.

S. of P.I. and C.S. of E./institute/(unspecified).

Must regulate: Director of the Division of Instruction/compile information on effects of alcohol and narcotics.

D. of E./prepare outlines for institutes/prescribe regulations for the management of institutes.

May regulate: D. of E./establish requirements for in-service training.

#### MISSOURI

Must provide program; attendance optional: C. of E./meeting/school law instruction, control and government of schools.

Must regulate: Board of Trustees/provide rules and regulations with respect to leaves of absence.

#### MONTANA

Must provide program; attendance optional: S. of P.I./meeting/(unspecified).

#### NEBRASKA

Must provide program; attendance optional: C. of E./institutes and conferences/improve the efficiency of teachers.

C. of E./visitations/conduct of schools.

C.S. of S./visitation/improvement of schools.

Must regulate: S.B. of E./issue materials helpful in the development, maintenance, and improvement of educational facilities.

#### NEVADA

Must provide program; attendance mandatory: S. of P.I./conference/advanced educational procedures/teachers.

Must provide program; attendance optional: S. of P.I./institute and visitations/subjects pertaining to the schools.

Must regulate: Board of Trustees/provide rules and regulations for sabbaticals.

#### NEW HAMPSHIRE

Must provide program; attendance optional: S.B. of E. and C. of E./conferences/educational aims and practices.

#### NEW JERSEY

Must provide program; attendance optional: C. of E./workshops and training programs/drug abuse.

C. of E./training/remedy — thorough and efficient.

Must regulate: C. of E./establish procedures relating to drug education.

S.B. of E./provide rules governing teachers meeting and institutes.

May regulate: C. of E./prepare, publish and distribute handbooks, materials, or circulars for guidance of teachers.



### **CHART III**

#### **NEW YORK**

Must provide program; attendance optional: C. of E./university courses/principles and methods of instruction.

District Superintendent/conferences/discipline and school management.

May regulate: C. of E./provide regulations governing leaves of absence.

#### **NORTH CAROLINA**

Must provide program; attendance optional: S.S. of E./meetings and study groups/improve the efficiency of instruction.

May regulate: Local Boards of Education/provide rules and regulations for the improvement of instruction.

#### **NORTH DAKOTA**

Must provide program; attendance optional: S. of P.I./meetings/matters relating to public schools.

C.S. of S./visitations/conditions of schools and mental and moral instruction.

Optional program; attendance mandatory: C.S. of E./institute/(unspecified)/elementary school teachers.

Must regulate: S. of P.I./provide rules and regulations for holding of teachers institutes.

#### **OKLAHOMA**

Must provide program; attendance mandatory: D. of E./workshop/school finance, Oklahoma School Code and related Laws, and ethics, duties, and responsibilities of district boards/District Board of Education members.

Must provide program; attendance optional: S.B. of E./training/drug abuse.

#### **OREGON**

Must regulate: Teacher Standards and Practices Commission/provide rules governing improvement of teaching.

May regulate: S. of P.I./provide rules relating to governing and administration of special programs.

#### **PENNSYLVANIA**

Must provide program; attendance optional: S.B. of E./summer school/minimum qualifications.

May regulate: Board of School Directors/provide regulations governing leaves of absence.

#### **RHODE ISLAND**

Must provide program; attendance optional: C. of E./visitations/improvement of government and instruction of the schools.

Must regulate: S.B. of E./provide regulations for teachers of handicapped children training.

#### **SOUTH CAROLINA**

Must regulate: S.S. of E./print and distribute bulletins, manuals, and circulars for professional improvement.

#### **SOUTH DAKOTA**

Must provide program; attendance optional: Superintendent of Elementary and Secondary Education/meeting/uniform and efficient administration of school laws and rules.

#### **TENNESSEE**

Must provide program; attendance mandatory: C.S. of E./institutes and meetings/(unspecified)/teachers.

Must regulate: S.B. of E./prepare plans for vocational education teacher training.

S.B. of E./prepare plans for training para-professionals working with exceptional children.

#### **TEXAS**

Must provide program; attendance mandatory: Center Education Agency/instruction sessions/latest developments in subject matter/teachers of specified subject.

Must provide program; attendance optional: C. of E./visitations/promote aspects of education.

### **CHART III**

#### **TEXAS (Continued)**

Must regulate: S.B. of E./establish regulations regarding leaves of absence.

May regulate: C. of E./provide rules and regulations for the best methods of conducting schools.

Center Education Agency/provide regulations regarding instruction sessions.

#### **UTAH**

Must provide program; attendance optional: Supervisors of Agriculture, Industry, and Home Economics/visitations/methods of instruction.

Optional program; attendance mandatory: S. of P.I./conventions/questions of supervision and administration of schools/local superintendents.

Must regulate: S. of P.I./prepare teaching materials, materials of instruction, bulletins, courses of study.

#### **VERMONT**

Must provide program; attendance optional: C. of E./conference and summer school/(unspecified).

Must regulate: C. of E./prepare appropriate drug and alcohol abuse curricula.

#### **WASHINGTON**

Must provide program; attendance mandatory: S. of P.I./conventions/supervision and administration of school law/District superintendents.

Must provide program; attendance optional: S. of P.I./visitation/advance educational interest.

Must regulate: School Directors/provide policies regarding leaves of absence.

#### **WEST VIRGINIA**

Must provide program; attendance optional: C. S. of S./institute/(unspecified).

May regulate: School Boards/provide rules and regulations governing leaves of absence.

S.B. of E./provide rules and regulations regarding in-service.

#### **WYOMING**

Must provide program; attendance mandatory: C.S. of E./institutes/advancement of teaching/teachers.

Must regulate: S.B. of E./prescribe and publish courses of reading for teachers.

#### **PUERTO RICO**

Must regulate: Director of Personnel/develop educational programs for the training of employees.

#### **VIRGIN ISLANDS**

May regulate: Board of Education/provide rules and regulations for granting scholarships and leaves of absences.

Chart IV -- COLLECTIVE BARGAINING

| States      | Negotiation Clause |                      |               |         |         |            |                            | Scope Clause   |       |                    |                              |                      |                         |                                             |                      | Other |                      |                                                                                                                                                                                                             |
|-------------|--------------------|----------------------|---------------|---------|---------|------------|----------------------------|----------------|-------|--------------------|------------------------------|----------------------|-------------------------|---------------------------------------------|----------------------|-------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             | Negotiate          | Bargain Collectively | Meet & Confer | Discuss | Consult | Good Faith | Attempt to Reach Agreement | Wages & Salary | Hours | Terms & Conditions | Inservice Training or Leaves | Grievance Procedures | Evaluation of Personnel | Major Problems Affecting Employee Relations | Specified by Parties |       | Educational Policies | Fulfillment of Prof. Duties & Performance of Prof. Services                                                                                                                                                 |
| Alaska      | X                  |                      | X             | X       |         | X          | X                          | X              | X     | X                  | X                            | X                    | X                       |                                             |                      |       | X                    |                                                                                                                                                                                                             |
| California  | X                  |                      |               |         |         |            |                            |                |       |                    |                              |                      |                         |                                             |                      |       |                      | Health and Welfare Benefits, Transfer Policy, Safety Conditions, Class Size, Organization of Educational Objectives, Determination of the Content of Courses and Curriculum, and the Selection of Textbooks |
| Connecticut | X                  |                      | X             |         |         |            |                            | X              | X     | X                  |                              |                      |                         |                                             |                      |       |                      | Employee Benefits                                                                                                                                                                                           |
| Delaware    | X                  |                      | X             |         |         | X          | X                          | X              | X     |                    |                              |                      |                         |                                             |                      |       |                      |                                                                                                                                                                                                             |
| Florida     |                    | X                    | X             |         |         | X          | X                          | X              | X     |                    |                              |                      |                         |                                             |                      |       |                      | Not Negotiable: Right of a public employer to . . . determine qualifications, standards or work, the nature and contents of examinations, hire, promote, transfer, assign                                   |
| Hawaii      | X                  |                      | X             |         |         | X          | X                          | X              | X     | X                  | B                            |                      |                         |                                             |                      |       |                      |                                                                                                                                                                                                             |
| Idaho       | X                  |                      | X             |         | X       |            |                            |                |       |                    |                              |                      |                         | X                                           |                      |       |                      |                                                                                                                                                                                                             |

Chart IV -- COLLECTIVE BARGAINING (cont.)

| States        | Negotiation Clause |                      |               |         |         |            |                            | Scope Clause   |       |                    |                              |                      |                         |                                             |                      | Other |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------|--------------------|----------------------|---------------|---------|---------|------------|----------------------------|----------------|-------|--------------------|------------------------------|----------------------|-------------------------|---------------------------------------------|----------------------|-------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               | Negotiate          | Bargain Collectively | Meet & Confer | Discuss | Consult | Good Faith | Attempt to Reach Agreement | Wages & Salary | Hours | Terms & Conditions | Inservice Training or Leaves | Grievance Procedures | Evaluation of Personnel | Major Problems Affecting Employee Relations | Specified by Parties |       | Educational Policies | Fulfillment of Prof. Duties & Performance of Prof. Services                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Indiana       |                    | X                    |               | X       |         |            |                            | X              | X     | X                  |                              |                      |                         |                                             |                      |       |                      | Salary and Wage Related<br>Fringe Benefits<br>Curriculum Development and Revision, Textbook Selection<br>Teaching Methods; Selection, Assignment or Promotion of Personnel, Student Discipline, Expulsion, Supervision of Students, Pupil-Teacher Ratio, Class Size, or Budget Appropriations<br>Vacation, Insurance, Holidays, Shift Differentials, Overtime Compensation, Supplemental Pay, Seniority, Transfer Procedures, Health and Safety Matters, Procedures for Staff Reduction, Dues Checkoff |
| Iowa          | X                  |                      | X             |         |         | X          |                            | X              | X     | X                  | X                            | X                    | X                       |                                             | X                    |       |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Kansas        |                    |                      | X             | X       | X       | X          | X                          |                |       | X                  |                              | B                    |                         |                                             |                      |       |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Maine         | X                  | X                    | X             |         | X       | X          |                            | X              | X     | X                  | C/B                          |                      |                         |                                             |                      | X     |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Maryland      | X                  |                      | X             |         |         |            |                            | X              | X     | X                  |                              | B                    |                         |                                             |                      |       |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Massachusetts | X                  |                      | X             |         |         | X          |                            | X              | X     | X                  | B                            |                      |                         |                                             |                      |       |                      | Standards of Productivity and Performance                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Michigan      |                    | X                    | X             |         |         |            |                            | X              | X     | X                  |                              |                      |                         |                                             |                      |       |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |



Chart IV -- COLLECTIVE BARGAINING (cont.)

| States        | Negotiation Clause |                      |               |         |         |            | Scope Clause               |                |       |                    |                              |                      |                         |                          |                    |                      | Other |                      |                                                                                                                                                              |
|---------------|--------------------|----------------------|---------------|---------|---------|------------|----------------------------|----------------|-------|--------------------|------------------------------|----------------------|-------------------------|--------------------------|--------------------|----------------------|-------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               | Negotiate          | Bargain Collectively | Meet & Confer | Discuss | Consult | Good Faith | Attempt to Reach Agreement | Wages & Salary | Hours | Terms & Conditions | Inservice Training or Leaves | Grievance Procedures | Evaluation of Personnel | Major Problems Affecting | Employee Relations | Specified by Parties |       | Educational Policies | Fulfillment of Prof. Duties & Performance of Prof. Services                                                                                                  |
| Minnesota     | X                  |                      | X             |         |         | X          | X                          |                | X     | X                  |                              | X                    |                         |                          |                    |                      |       |                      | Personnel Policies<br>Not Negotiable: Educational<br>policy or matters of inher-<br>ent managerial policy . . .<br>including . . . direction<br>of personnel |
| Montana       | X                  | X                    | X             |         |         | X          | X                          | X              | X     |                    | X                            | B                    |                         |                          |                    | X                    |       |                      | Other Policies and Matters<br>Relating to Employment                                                                                                         |
| Nebraska      | X                  |                      | X             |         |         | X          |                            |                | X     | X                  | X                            | B                    |                         |                          |                    |                      |       |                      | Fringe Benefits                                                                                                                                              |
| Nevada        | X                  |                      |               |         |         | X          |                            | X              | X     | X                  | X                            | B                    |                         |                          |                    |                      |       |                      | *(1)<br>Matters outside the scope<br>of mandatory bargaining                                                                                                 |
| New Hampshire | X                  |                      | X             |         |         | X          | X                          |                |       | X                  |                              | B                    |                         |                          |                    |                      |       |                      |                                                                                                                                                              |
| New Jersey    | X                  |                      | X             |         |         | X          | X                          |                |       | X                  | X                            | X                    |                         |                          |                    |                      |       |                      |                                                                                                                                                              |
| New York      | X                  |                      |               |         |         |            |                            | X              | X     | X                  | X                            | X                    |                         |                          |                    |                      |       |                      |                                                                                                                                                              |
| North Dakota  | X                  |                      | X             |         |         | X          |                            |                |       | X                  |                              |                      |                         |                          |                    |                      |       |                      |                                                                                                                                                              |
| Oklahoma      | X                  |                      |               |         |         | X          |                            |                |       |                    |                              |                      |                         |                          |                    |                      |       |                      |                                                                                                                                                              |
| Oregon        |                    | X                    | X             |         |         | X          | X                          | X              | X     |                    |                              | X                    |                         |                          |                    |                      |       | X                    | Employment Relations, Vaca-<br>tion, Sick Leave                                                                                                              |
| Pennsylvania  |                    | X                    | X             |         |         | X          | X                          | X              | X     | X                  |                              | B                    |                         |                          |                    |                      |       |                      | Not Negotiable: Managerial<br>policy such as direction of<br>personnel.                                                                                      |

Chart IV -- COLLECTIVE BARGAINING (cont.)

| States       | Negotiation Clause |                      |               |         |         |            |                            | Scope Clause   |       |                    |                              |                      |                         |                                             |                      | Other |                      |                                                                                         |
|--------------|--------------------|----------------------|---------------|---------|---------|------------|----------------------------|----------------|-------|--------------------|------------------------------|----------------------|-------------------------|---------------------------------------------|----------------------|-------|----------------------|-----------------------------------------------------------------------------------------|
|              | Negotiate          | Bargain Collectively | Meet & Confer | Discuss | Consult | Good Faith | Attempt to Reach Agreement | Wages & Salary | Hours | Terms & Conditions | Inservice Training or Leaves | Grievance Procedures | Evaluation of Personnel | Major Problems Affecting Employee Relations | Specified by Parties |       | Educational Policies | Fulfillment of Prof. Duties & Performance of Prof. Services                             |
| Rhode Island |                    |                      | X             |         |         | X          |                            | X              | X     | X                  |                              | X                    |                         |                                             |                      |       |                      |                                                                                         |
| South Dakota | X                  |                      | X             |         |         | X          |                            | X              | X     | X                  |                              |                      |                         |                                             |                      |       |                      |                                                                                         |
| Vermont      | X                  |                      | X             |         |         | X          |                            | X              | X     |                    |                              | X                    |                         |                                             | X                    |       |                      |                                                                                         |
| Washington   |                    | X                    | X             |         |         | X          |                            | X              | X     | X                  |                              |                      |                         |                                             |                      |       |                      |                                                                                         |
| Wisconsin    | X                  |                      |               |         |         | X          |                            | X              | X     | X                  |                              |                      |                         |                                             |                      |       |                      |                                                                                         |
|              |                    |                      |               |         |         |            |                            |                |       |                    |                              |                      |                         |                                             |                      |       |                      | Matters which are or may be the subject of regulations                                  |
|              |                    |                      |               |         |         |            |                            |                |       |                    |                              |                      |                         |                                             |                      |       |                      | Not Negotiable: Subjects reserved to management and direction of the government-al unit |

\* (1) Scope Clause Other: Sick Leave, Vacation Leave, Holiday, Insurance Benefits, Total Hours of Work Required of an Employee, Total Number of Days' Work a Year, Discharge and Disciplinary Procedures, Recognition Clause, Method Used to Classify Employees, Deduction of Dues, Protection of Employees in the Bargaining Unit from Discrimination, Safety, Teacher Preparation Time, Procedures for Reduction in Work Force. Not Negotiable: The right to hire, direct, assign or transfer an employee, but excluding the right to assign or transfer an employee as a form of discipline, the right to reduce in force or lay off any employee because of lack of work or lack of funds; the right to determine appropriate staffing levels and work performance standards, except for safety considerations; the content of the workday, including without limitation workload factors, except for safety considerations; the quality and quantity of services to be offered to the public; and the means and methods of offering those services.

A NOTE ON GRIEVANCE PROCEDURES: An "X" indicates that grievance procedures are either required or negotiable but that there is no indication (1) whether "grievance" means only a dispute over contract terms (as opposed to any employment matter) and (2) whether binding arbitration of disputes is authorized or required. A "C" indicates that only contract terms can be grievances matters. A "B" indicates that binding arbitration of grievances is either authorized or required.

## ALABAMA — INDEX

**Advisory Council on Teacher Training, 52§348**

**City Board of Education, 52§340**

**City Superintendent of Schools, 52§188, 52§323, 52§341, 52§342, 52§343, 52§344, 52§345, 52§346**

**County Board of Education, 52§136, 52§340, 52§361(3)**

**County Superintendent of Education, 52§115, 52§323, 52§339, 52§341, 52§342, 52§343, 52§344, 52§345, 52§346**

**Finance:**

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*Code of Alabama Recompiled 1958; Supplement 1973*

**52§115 Conferences called and conducted**

The county superintendent of education as executive of the county board of education, shall call and conduct conferences with principals, teachers, attendance officers, school trustees, and other interested officers, school trustees, and other interested citizens, and shall in every way seek to foster in teachers professional insight and efficiency, and to develop public interest in education.

**52§136 Vacations and leaves of absence**

The county board of education shall have the authority under such rules and regulations as may be promulgated from time to time by the state board of education to provide for the payment from public funds of teachers or other employees of the county board of education who are employed by the year for . . . leaves of absence . . . for such teachers and employees on part or full pay when such teacher or employee devotes such leave of absence to instructing in or attending schools for teacher training or in such manner as approved by the state board of education as beneficial to the educational work of the county. . . .

**52§189 Institutes organized by city superintendent**

The city superintendent of schools, subject to the provisions of this title, shall organize institutes for teachers and for citizens. He shall organize and direct the reading circle work, advise teachers as to further study and professional reading, and assist parents and teachers in acquiring knowledge of the aims and work of the schools.

**52§323 Issuance, extension and renewal of certificates**

. . . It shall be the duty of the state superintendent of education to submit for the approval of the state board of education from time to time rules and regulations governing the issuance, renewal, and extension of certificates and to have printed a bulletin or bulletins which shall contain full information relating to . . . training-in-service courses carried on under county superintendents of education and city superintendents of schools, approved by the state superintendent of education.

**52§339 Institutes**

As a means of stimulating the improvement of teachers in service in the public schools of the state, institutes shall be held annually, one or more in each county or for a group of counties, at such time and at such places as the state superintendent of education, after advising with the county superintendent of education shall direct. The duration of institutes shall not exceed four days in any one year for any county or group of counties. The character of instruction shall be as to promote the best interest of the schools. Separate institutes shall be held for whites and negroes.

**52§340 Institutes attendance required**

Every person employed in a teaching, supervisory or administrative capacity by the county or city board of education in the public schools of the state shall attend the institute held for the county or city in which such person is employed, provided the institute is held during the term-time or during the week immediately preceding the date of opening the schools in the county or city. All persons attending such institute shall be paid as for time taught, and any person subject to institute attendance who fails to attend an institute called in accordance with the provisions of this chapter shall forfeit his or her contract with the respective county or city board of education as the case may be, and shall be ineligible for employment in the public schools of the state for a period of six months from the date of such delinquency, unless excused as hereinafter provided.

**52§341 Excuses for non-attendance of institute**

The state superintendent of education, on the advice of the county superintendent of education or the city superintendent of schools, shall have power to excuse and accept excuses for failure to attend institutes held under the provisions of this chapter for extraordinary reasons, and persons so excused shall be deemed to have met all requirements of institute attendance, but shall not be entitled to pay as for time taught.



## ALABAMA

52§342

### Conductor of institute furnished list

At the beginning of the institute it shall be the duty of the county superintendent of education or city superintendent of schools, as the case may be, to furnish the conductor of the institute, appointed by the state superintendent of education, on forms provided by the department of education, duplicate lists of all persons employed in his jurisdiction subject to institute attendance. At the close of the institute, or as soon thereafter as possible, the conductor shall file with the county superintendent of education and with the city superintendent of schools a duplicate list of all persons employed in the county or city, as the case may be, who have met the legal requirements of institute attendance, or who have been excused in accordance with the provisions of this chapter. The original of the list shall be filed in the office of the department of education.

52§343

### Persons not attending institute not placed on payroll

It shall be unlawful for any county superintendent of education or any superintendent of city schools to place the name of any person, subject to institute attendance, on his payroll during the period of six months following the close of the institute so held, who at the time said institute was held failed to attend or submit an excuse approved by the county superintendent of education or the city superintendent of schools as the case may be and accepted by the state superintendent of education.

52§344

### Teachers' conferences

As a further means of improving teachers in-service the county superintendent of education or the city superintendent of schools shall arrange for and conduct conferences in convenient centers at which round tables shall be conducted upon the courses of study, on the work of the state teachers' reading circle, or on problems of instruction, supervision and administration.

52§345

### Recognition given conference work

The state board of education shall give appropriate recognition toward the renewal and extension of certificates of any person who completes in a satisfactory manner the work assigned for such conferences, and it is made the duty of the state superintendent of education, after advising with the county superintendent of education or the city superintendent of schools, to prepare outlines for use in teachers' institutes and in the group meetings to be held in accordance with the provisions of this chapter. Certificates of credit entitling the holder to the privilege of renewal or extension of certificate, as set out in this section, shall be issued in accordance with the rules and regulations of the state board of education governing the training of in-service work.

52§346

### Training in-service work

In the conduct of institutes and group conferences as provided in this chapter it is made the duty of the state normal schools or teachers' colleges and other state-supported institutions of higher learning offering teacher-training courses, to co-operate as far as practicable with the department of education in furthering training-in-service activities. The department of education in cooperation with the state normal schools or teachers' colleges and other state-supported institutions of higher learning offering teacher-training courses shall arrange as far as may be practicable for extension courses as a part of or in lieu of group conferences hereinbefore provided. County superintendents of education and city superintendents of schools shall from time to time make known their training-in-service needs to the department of education and the department through co-operation with teacher-training institutions shall endeavor to assist county and city superintendents in setting up and carrying into effect a training-in-service program.

52§348

### Supervision of teacher-training institutions

It shall be the duty of the state superintendent of education, or his professional assistants, to exercise general supervision over the teacher-training institutions under the control of the state board of education. The state superintendent of education, together with the president of the state normal schools or teachers' colleges under the control of the state board of education, and the deans or directors of the schools of education in the state-supported institutions of higher learning shall constitute an advisory council on teacher-training.

## ALABAMA

52§349

### Rules and regulations relative to training

All laws and rules and regulations of the state board of education relating to the preparation of teachers for service or the training of teachers in-service shall be administered by the state superintendent of education, or through his professional assistants, provided that the provision of this section shall not be interpreted as being in conflict with other provisions of this title.

52§361(3)

### Effect of leave of absence on continuing service status

Leave of absence for a period of one year for good cause may be granted to a teacher by the employing board of education without the impairment of the continuing status of a teacher; provided that for valid reason the board may extend the leave of absence for one additional year. . . .

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**Local Governing Board, §14.14.150, §14.20.290, §14.20.300, §14.20.310, §14.20.320, §14.20.345**

**Local School District, §14.14.160, §14.20.310**

## ALASKA

*Alaska Statutes* October 1975

**§14.14.150 Association of Alaska School Boards the representative agency of board members**

The Association of Alaska School Boards is recognized as the organization and representative agency of the members of the school boards of the state.

**§14.14.160 Cooperation and support of certain association functions**

(a) The department and local districts may cooperate with the Association of Alaska School Boards in its inservice training program for school board members and in encouraging and fostering cooperation among the school boards affiliated with the Association of Alaska School Boards.

(b) School districts may expend district money to carry out the provisions of (a) of this section.

**§14.20.280 Basis of leave**

A teacher who rendered active service for seven or more years in a district is eligible for sabbatical leave. Sabbatical leave may be taken for educational purposes only, and for not more than one school year.

**§14.20.290 Application**

A teacher who wishes to take sabbatical leave must apply to the governing body of the school district. The teacher must submit information showing his qualifications for sabbatical leave and a plan for his education during the leave.

**§14.20.300 Selection of teachers**

(a) The governing body of the school district has the responsibility for selection of the teachers to be granted sabbatical leave.

(b) In selecting teachers for sabbatical leave, the governing body shall consider the benefit which the school district will derive from the proposed plan of the teacher for educational purposes, the field of study of the teacher, the contributions of the teacher to education in Alaska, and the seniority of the teacher.

**§14.20.310 Amount of sabbatical leave and compensation**

(a) The number of teachers eligible for sabbatical leave which may be allowed under §§280-350 of this chapter is as follows:

(1) not more than one-half of one per cent of the total number of teachers from all boroughs and city school districts and the state-operated school district may be on state-supported sabbatical leave in any year;

(2) any number of teachers may be on sabbatical leave at school district or personal expense.

(b) A teacher on state-supported sabbatical leave is entitled to one-half his base salary to be paid by the department.

(c) A teacher on sabbatical leave at district expense is entitled to an amount of salary to be determined by the school board.

**§14.20.320 Responsibility of teacher**

Upon the return of a teacher to his teaching position, the teacher shall make a report to the governing body concerning his educational accomplishments. A teacher who does not serve for at least a full year after his return shall refund to the district, if the sabbatical leave was at district expense, or to the board of state-operated schools, if the sabbatical leave was state-supported, money paid to him under §310 of this chapter unless his failure to serve a full year after return is attributed to sickness, injury or death.

**§14.20.330 Position, tenure, and retirement**

(a) Unless it is otherwise agreed, a teacher returning from sabbatical leave shall return to the position which he occupied before he left.



## ALASKA

### §14.20.330 (cont.)

(b) A sabbatical leave is not an interruption of the continuous service necessary to attain or retain tenure under §§150, 155, or 160 of this chapter. However, the time spent on sabbatical leave may not be counted in determining when a teacher has sufficient service to enable him to acquire tenure rights.

(c) A sabbatical leave is not a break in service for retirement purposes. Payment into the retirement fund shall be made on the basis of full salary.

### §14.20.345

#### **Leave of absence without pay**

(a) A teacher may be granted a leave of absence without pay for the purposes which may be approved by the governing body of the district if

(1) his application is approved by the governing body of the district; and

(2) he agrees to return to employment in a public school not later than the beginning of the school year following termination of the period for which the leave of absence was granted.

(b) A leave of absence is not an interruption of the continuous service necessary to attain or retain retirement or tenure rights according to §§150, 155, or 160 of this chapter. However, the time spent on leave of absence may not be counted in determining when a teacher has sufficient service to enable him to acquire retirement or tenure rights.

(c) The leave of absence is not a break in service for retirement purposes.

(d) The governing body of the district may agree to continue the teacher's retirement contributions if the teacher agrees to pay the required seven per cent of the salary he would have received during his leave of absence and reimburse the district for the district's required retirement contribution. Each year of leave of absence then would count as a year of retirement service.

(e) The governing body of the district may advance the teacher on the district salary schedule when he returns to employment if the governing body determines that the teacher's leave of absence was educationally or professionally beneficial to the teacher or the district.

(f) A teacher may make contributions to the retirement fund for each year or portion of a year of leave of absence taken. The contribution shall include the required per cent of the salary he would have received had he not taken the leave of absence, plus the required employer and state contributions that would have been made. Compound interest at the rate prescribed by regulation shall be added as computed from the beginning date of the leave of absence to the date the teacher pays the contribution.

### §14.20.350

#### **Definitions**

In §§280-350 of this chapter (1) "teacher" means a certificated member of the teaching, supervisory, or administrative corps in the public schools of the state; (2) "department" means the Department of Education.

## ARIZONA — INDEX

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**Inservice Authority:**

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State Board of Education, §15-1023

## ARIZONA

Arizona Revised Statutes 1956; Supplement 1975-1976

§11-512

### **Powers and duties**

The county school superintendent shall:

1. Preside over teachers' institutes held in the county, and secure the attendance at such institute of lecturers competent to instruct in the art of teaching.

§15-444.02

### **Authorization of leaves of absence; application preservation of rights**

A. The board of trustees may authorize leaves of absence for administrative or teaching personnel when it deems such leaves of absence to be reasonable and for good cause and not detrimental to education within the district.

B. Leaves of absence shall be limited to a period not to exceed one year.

C. Leaves of absence shall be granted upon application stating the purpose of the leave of absence, the facts as to its necessity or advisability, and other information helpful to the board in making a determination as to whether the leave should be granted.

D. Sabbatical leaves of absence may be granted by the board to teachers under this section upon the following additional conditions for the following purposes only:

1. Sabbatical leaves of absence may be granted only for the purposes of allowing a teacher to continue his professional education.

2. Sabbatical leave may not exceed a period of one year and may only be granted to a teacher who has been employed by the district for a period of seven consecutive years immediately prior to the time the sabbatical leave is to commence, and who has not previously been granted a sabbatical leave of absence by the board.

3. The board may authorize a salary to be paid to the person to whom sabbatical leave is granted not to exceed one half of the salary then received by him.

4. The salary shall be paid to such person upon condition that he shall return not later than one year after commencement of the sabbatical leave for renewal of employment for at least one school year, and unless he returns within such period, he shall repay to the district the amount paid to him during the leave period, and, unless such amount is so paid, the board shall direct the county attorney to institute suit against such person to collect such amount.

E. If leave is granted, all rights of tenure, retirement, accrued leave with pay, salary increments and other benefits provided by law shall be preserved and available to the applicant after the termination of the leave.

§15-1023

### **Instruction on alcohol, tobacco and narcotic and dangerous drugs**

A. Instruction on the nature and harmful effects of alcohol, tobacco, narcotic drugs and dangerous drugs . . . shall be included in the courses of study in common and high schools.

B. The state board of education may, at the request of a school district, provide the following for use in carrying out the provisions of this section:

2. A system of in-service training for teachers.

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**Board of Directors, §80-1218**

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**State Board of Education, §80-1321, §80-1322, §80-2108**



## ARKANSAS

*Arkansas Statutes 1960 Replacement; Supplement 1973*

**§80-1218 Teachers' meetings-Time-Joint county meetings-Attendance required**

Teachers' meetings shall be held in the County for the purpose of general exchange of ideas in the working of the schools at such times as may be fixed by the County Board of Education, and shall be held in the several school Districts at such times as may be fixed by the boards of Directors, provided that two (2) or more counties may hold joint meetings at a place agreed on by the County Board of Education of all counties concerned. All teachers except those teaching in schools in a city having a population of five thousand (5,000) or more inhabitants, are required to attend all teachers meetings called by the County Supervisor of Schools.

**§80-1321 Scholarship aid for teachers-Amount per semester hour**

A scholarship of \$10.00 per semester hour successfully completed not to exceed \$120.00 per year shall be granted teachers for the purpose of defraying partial expenses for attending summer school. Teachers to be eligible must have a valid teacher's certificate and must have less than sixty (60) hours of college work as evaluated for certification purposes by the State Board of Education at the time the application is made for scholarship aid and must have taught in the state the preceding fiscal year and shall be under contract to teach for the ensuing fiscal year. Beginning July 1, 1949, teachers who have less than ninety (90) hours of college work as evaluated for certification purposes by the State Board of Education shall be eligible for scholarship aid. Beginning July 1, 1951, teachers who have less than a Bachelor's Degree and meeting all other requirements shall be eligible for scholarship aid.

**§80-1322 Application by teachers-Regulations and requirements**

Others desiring such scholarships shall make application according to regulations approved by the State Board of Education. The State Board shall set up such other regulations and requirements not inconsistent with the other provisions of this act.

**§80-1323 Biennial appropriation**

The Legislature shall make a biennial appropriation for the Public School Fund to pay for such in-service teachers' scholarships, provided herein.

**§80-2108 Courses of study-Methods of instruction-Teacher qualifications**

Courses of study, teacher-pupil ratio, adequacy of method of instruction, in-service training, qualifications of teachers therapists, educational examiners, and technicians, and necessary equipment for special education programs must comply with the requirements established by the Board. School boards of the districts wherein a special class or classes are established are to employ all personnel according to the special qualifications and training prescribed by the Board.

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## CALIFORNIA

Annotated California Code 1969; Supplement 1975

### **§371 General duties**

The Department of Education shall:

(d) Conduct workshops and conferences for the purpose of training school district and county personnel.

### **§569 Application for grants**

The governing board of any school district, a county superintendent of schools, the governing board of any district maintaining a community college, and any regional conservation education center which may be established may apply to the Conservation Education Service for planning and implementation grants for purposes of conservation education.

#### **§569.1 Priority for in-service teacher training programs**

In applying for grants pursuant to Section 569, the governing board of any school district, a county superintendent of schools, the governing board of any district maintaining a community college, and regional conservation centers shall assign priority to programs of in-service training in conservation education for teachers through cooperation with appropriate community, state, and federal agencies and university and college teacher education programs.

### **§580 Priorities**

Priority for experimental, demonstration, and operational projects shall be given to the following:

(b) An in-service and preservice training program for elementary teachers developed with local institutions of higher education. Such programs shall emphasize the improvement of specific classroom teacher skills required to instruct language development and mathematics.

#### **§580.1 Experimental, demonstration, and operational project criteria**

In order to be deemed an approved project and be eligible to receive an allocation from the State Board of Education, an experimental, demonstration, and operational project shall meet the following criteria:

(a) The proposed activities are not activities presently being performed by other state and federal programs.

(b) The proposed activities supplement, but do not supplant, other state and federal categorical aid programs under Title I or Title IV of the Elementary and Secondary Education Act of 1965, the Preschool Education Programs (Chapter 2.5 /commencing with Section 16150/ of Part 4 of Division 9 of the Welfare and Institution Code), the Miller-Unruh Basic Reading Act (Chapter 5.8 /commencing with Section 5770/ of Division 6 of the Education Code), or the McAteer Act (Chapter 6.5 /commencing with Section 6450/ of Division 6 of the Education Code).

(c) Priority shall be given to districts with elementary schools which have the largest concentration of pupils whose reading achievement scores fall within the first quartile, as measured by the most recently administered statewide reading test, such as the Miller-Unruh Basic Reading Test, or any other applicable statewide reading test.

(d) The school district is shown to be making a reasonable local tax effort.

(e) A description of methods of evaluation. Priority shall be given to school districts which indicate a comprehensive evaluation proposal.

#### **§707 Allowable expenses for attendance at organization meetings**

The county board of education of each county may select a member or members of the board to attend meetings of any society, association, or organization for which the board has subscribed for membership, or any convention to which the governing board of a school district may pay the expenses of any employee. The actual expenses of the member or members shall be allowed and paid out of the county general fund with prior budgetary approval.

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### **§752 Expenses for attendance at conventions**

Each county superintendent shall also receive his actual and necessary traveling expenses, when, with the approval of the board of supervisors, he attends any convention or conference to which he is called by the State Board of Education, or the Superintendent of Public Instruction, and when the board of supervisors delegates him to perform services outside his county either within or without the State.

### **§897 Annual teachers institutes**

The county superintendent of schools may, with the approval of the county board of education, hold an annual teachers institute in each year as is provided in Sections 13361 to 13380, inclusive, of this code.

Notwithstanding any other provision to the contrary, teachers employed in community colleges may be exempted from attendance at or participation in such institute by action of the community college district involved.

### **§897.1 Annual institute of noncertificated employees**

The county superintendent of schools may, with the approval of the county board of education, hold an annual institute of noncertificated employees in each year as provided in Section 13621 and 13622 of this code.

### **§899.7 Agreement to conduct centralized in-service training program; financed through county school service fund**

The county board of education may enter into agreements with the governing boards of any of the school districts under the jurisdiction of the office of the county superintendent of schools for the conduct, under the direction of that office, of centralized inservice training programs for both certificated and classified employees of the school district and of that office.

Centralized inservice training program operations of the office of the county superintendent of schools shall be financed through the county school service fund, and shall be included in the budget prepared pursuant to Article 16 (commencing with Section 18351) of Chapter 3 of Division 14.

### **§5761.6 Project; components; establishment by school districts wishing to participate**

Each school district which wishes to participate /Bilingual Education Act of 1972/ shall write a project on forms provided by the Department of Education, with the following components:

(g) an in-service training program for teachers and aides that is linked with an institution of higher education, which shall include the establishment of a liason with a nearby institution of higher education and the solicitation of help from such institution in order to continually upgrade the bilingual education program. . . .

### **§5764.5 Department of education; administration of chapter; duties**

The Department of Education shall administer the provisions of this chapter /Bilingual Education Act of 1972/. The responsibilities of the Department of Education in administering this chapter shall include, but are not limited to, the following:

(d) To make recommendations to districts in the areas of in-service training for teachers and teachers aides, curriculum, testing and testing mechanisms, and the development of materials for bilingual education classes. . . .

### **§5768 Legislative intent**

The Legislature recognizes that there are several hundred thousand California school-children whose primary languages are not English. These children have shown their ability to perform in bilingual-crosscultural classes and large amounts of money are now available to expand the number of bilingual classrooms. The Legislature recognizes, furthermore, that there is an insufficient number of qualified bilingual-bicultural teachers to staff present projects, and that many more such teachers

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§5768  
(cont.)

will be needed as the new projects are established. It is, therefore, the intent of this chapter to establish programs designed to rapidly produce teachers who are fully bilingual, who are sensitive to cultural differences and knowledgeable about the origins of such differences, who can serve as models for these children to emulate, and who will qualify for credentials in bilingual-crosscultural education. Bilingual-bicultural teacher aides and the presently underutilized certificated teacher force shall be primary manpower sources for this program.

§5768.2

### **Status report**

The Commission for Teacher Preparation and Licensing shall develop, on or before January 15th of each year, a status report on local, state, and federally funded bilingual-crosscultural teacher preparation programs. Such report shall be made to the Legislature not later than February 15th of each year. The Board of Governors of the California Community Colleges, the Trustees of the California State University and Colleges, and the Regents of the University of California shall, by November 15 of each year, report to the Commission for Teacher Preparation and Licensing with reference to their programs in bilingual-crosscultural teacher training. Such report shall include information on special classes or programs leading to a bilingual-crosscultural teaching credential, preservice or in-service programs offered by these institutions to bilingual-bicultural teachers or teacher aides, and the number of persons enrolled in such programs.

§5768.4

### **Career ladder programs**

The Commission for Teacher Preparation and Licensing shall design career ladder programs which will allow bilingual teacher aides to become fully certificated bilingual teachers. This program shall provide grants for tuition and living expenses to needy applicants for part-time or full-time attendance at any public institution of higher education in California. Up to two years credit toward credential requirements may be allowed for experience within the classroom as a teacher aide. The career ladder programs shall be adopted by regulations promulgated by the Commission for Teacher Preparation and Licensing and subject to Section 13117.2.

§5768.6

### **Curriculum for bilingual-crosscultural specialist credential**

The Commission for Teacher Preparation and Licensing shall, with the assistance of a representative appointed by the Superintendent of Public Instruction, the Chancellor of the California Community Colleges, the Chancellor of the California State University and Colleges, the President of the University of California, and with five presently practicing teachers appointed by the Superintendent of Public Instruction, design a comprehensive language and culture curriculum for teachers who are already certificated. Such curriculum shall be designed to enable teachers to qualify for the bilingual-crosscultural specialist credential. Initial programs to assist on the development of this shall be offered at not less than five public institutions of higher education in California, beginning not later than September 1, 1974.

§5769

### **Bilingual Teacher Development Grant Program**

There is hereby established a Bilingual Teacher Development Grant Program. The Scholarship and Loan Commission shall administer the Bilingual Teacher Development Grant Program in accordance with general policies established by the Commission for Teacher Preparation and Licensing. Candidates shall be evaluated according to criteria developed by the Commission for Teacher Preparation and Licensing. Not less than 75 percent of the funds available for grants shall be awarded to bilingual aides participating in the career ladder program prescribed in Section 5768.4. Remaining funds shall be available to needy teachers who are enrolled in the curriculum prescribed in Section 5768.6.

§5769.2

### **Establishment of recruitment and appointment policy**

The Board of Governors of the California Community Colleges, the Trustees of the California State University and Colleges, and the Regents of the University of California shall, within their respective systems, establish a policy of recruitment and appointment of professors of bilingual-crosscultural education by June 1, 1974.

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### **§5769.4 Duties of the department of education**

The Department of Education shall serve as a clearinghouse for bilingual-bicultural teaching personnel, and shall, upon request, assist school districts in the recruitment of such personnel.

The Department of Education shall prepare a five-year projection on the needs for bilingual-cross-cultural teaching personnel, which shall be submitted to the Legislature by September 1, 1974, and may be updated annually thereafter.

### **§5769.6 Termination date**

This chapter shall be operative until July 1, 1979, and as of that date is repealed.

### **§5787.5 In-service training; instructional techniques of specialist teachers**

School districts shall establish in-service training programs to provide an opportunity for elementary school teachers of the district to observe on a regular basis the instructional techniques of the specialist teachers.

### **§5799.14 In-service training program**

At least one-half of the persons designated specialized mathematics teachers within a school district shall, during the summer months preceding each academic year in which they are to perform duties as such, participate in and complete an in-service training program.

### **§5799.15 Selection of school districts**

The State Board of Education shall select particular school districts which are to establish specialized teacher programs in mathematics. The selections shall be made on the basis of applications submitted by the governing boards of school districts, and the recommendations of the Superintendent of Public Instruction and the Advisory Committee on Educational Research in Basic Educational Programs. The board shall prescribe the standards by which specialized teachers in mathematics shall be designated, and provide for the state-level approval of all such designations.

### **§5799.16 Regional in-service training programs**

The State Board of Education shall establish regional in-service training programs for specialized teachers in mathematics, to be conducted in each of the fiscal years 1968-1969, 1969-1970, 1970-1971, 1971-1972, 1972-1973, and 1973-1974. The programs shall be conducted in the summer months in each of the fiscal years at centralized locations in the state. Instruction and training shall be provided by experts in mathematics from public and private institutions of higher education and from other fields of endeavor, as determined by the board.

The governing board of each school district which has applied to establish a specialized teacher program in mathematics may nominate to the State Board of Education teachers employed by the district for participation in regional in-service training programs. For every four teachers designated to participate in summer regional in-service training, a district may nominate one of its supervisors or administrators to the training program. For every eight teachers, a district shall nominate one supervisor or administrator.

The location of centers where the in-service training is to be provided, and the form and content of the instruction and training afforded, shall be determined by the State Board of Education upon recommendation of the Superintendent of Public Instruction with the advice of the Advisory Committee on Educational Research in Basic Educational Programs.

### **§5799.46 Financing regional in-service training programs**

From funds appropriated therefor by the Legislature, the Superintendent of Public Instruction shall pay the costs of the regional in-service training programs for specialized teachers in mathematics including the salaries of persons employed to provide instruction and training. From such funds teachers in attendance shall be reimbursed for living and traveling expenses necessarily incurred for such purposes, and shall be paid a nominal stipend. All expenses incurred for training of the supervisors or administrators, or both, shall be borne by the districts.



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### **§6875 Financial assistance to get teachers of physically handicapped and mentally retarded**

The governing board of a school district or a county superintendent of schools, in order to assure having teachers qualified to teach physically handicapped and mentally retarded pupils enrolled in programs of special education maintained by such district or the county superintendent of schools, and any employee of the district or the county superintendent of schools holding a position requiring certification qualifications, or any certificated person under contract to the district or the county superintendent of schools to teach physically handicapped or mentally retarded pupils, may enter into an agreement whereby the district or the county superintendent of schools may make a grant of financial assistance, in such amount not in excess of that specified in Section 6877, as they may in writing agree upon, for the said employee or certificated person under contract to undertake during the summer between academic school years specialized preparation to teach physically handicapped or mentally retarded minors as required by law and State Board of Education regulations.

### **§6876 Reimbursements of grants**

Not later than October 31 of each year the Superintendent of Public Instruction shall allow to each school district or county superintendent of schools making grants to employees or certificated persons under contract pursuant to the provisions of this chapter an amount sufficient to reimburse each such district or county superintendent of schools for the total of such grants made during the summer immediately preceding pursuant to the provisions of Section 6877.

### **§6877 Amount of reimbursement**

The amount of reimbursement allowed a school district or county superintendent of schools pursuant to Section 6876 for each such grant for specialized preparation undertaken during any given summer by any given employee or certificated person under contract shall not exceed the product of the number of semester hours taken in any given summer and fifty dollars (\$50). The total amount of reimbursement allowed for all such grants to any given employee or certificated person under contract undertaking such specialized preparation shall not exceed the product of the number of semester hours of specialized preparation required by law and State Board of Education regulations for the credential to teach the category of physically handicapped or mentally retarded pupils being sought and fifty dollars (\$50). No more than five years shall elapse between the first and final allowance in reimbursement of such grants for any given employee or certificated person under contract except by approval of the Superintendent of Public Instruction upon the recommendation of the governing board of the school district or the county superintendent of schools of such employee or certificated person under contract.

### **§6878 Rules and Regulation**

The Superintendent of Public Instruction shall, upon approval of the State Board of Education, establish rules and regulations for the administration of the provisions of this chapter.

### **§13055 Issuance of and functions requiring credentials**

(a) Any person employed on or after July 1, 1963, by a school district . . . supervising or administering any portion or all of the types of functions listed below in this section shall hold a valid teaching or service credential as appropriate, whichever is designated in regulations adopted by the Commission for Teacher Preparation and Licensing, authorizing the particular service.

The types of functions are:

(6) The examination, selection, in-service training, or assignment of teachers, principals or other certificated personnel involved in the instructional program.

(12) The in-service training of certificated personnel.

### **§13344 In-service preparation in ethnic backgrounds**

On and after July 1, 1974, each school with a substantial population of students of diverse ethnic backgrounds shall provide an in-service preparation program designed to prepare teachers and other professional school service personnel to understand and effectively relate to the history, culture, and

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**§13344**  
**(cont.)** current problems of these students and their environment. For purposes of this article a school shall be considered to have a substantial population of students of diverse ethnic background where 25 percent of more of all the students in the school are of diverse ethnic background.

**§13344.1** **Approved courses**

The Department of Education shall develop a list of approved courses which shall be considered acceptable for meeting the requirements of this article. The department shall cause a list of approved courses to be published and distributed to interested teachers, administrators, and governing boards of school districts. The department shall be responsible for coordinating the efforts of school districts and colleges to develop adequate course offerings to satisfy the requirements of this article.

**§13344.2** **Content of in-service programs**

In-service programs designed to fulfill the requirements of this article may include, but need not be limited to, courses offered by community colleges and colleges and universities approved by the State Board of Education. A district may provide an in-service program consisting in whole or in part of preparation other than college courses.

Such a program shall be developed cooperatively with the Department of Education and shall have prior approval of the Department of Education. An in-service program which meets the intent of this article shall encompass the history, culture, and current problems of the students of diverse ethnic background.

All college courses approved by the Department of Education for the purposes of this article shall be considered acceptable for salary credit purposes by any school district. District in-service programs shall specify an amount of equivalent credit which shall be acceptable for salary credit purposes in the school district providing the in-service program.

**§13344.3** **Budget**

The Department of Education shall provide in its budget for the necessary funds to employ appropriate staff to implement the intent of this article.

**§13344.4** **Report to legislature**

The Department of Education shall make a progress report to the Legislature not later than the fifth legislative day of the 1972 Regular Session. The department shall further report not later than the fifth legislative day of the 1974 Regular Session the number of districts to which this article is applicable at the time and the extent to which implementation has been achieved. The department shall continually evaluate the results of this article.

**§13355** **Citation**

This article may be cited as the Professional Development and Program Improvement Act of 1968.

**§13355.1** **Legislative intent**

It is the intent of the Legislature that professional development and program improvement centers be established throughout the state to offer comprehensive in-service training programs to strengthen the instructional techniques of classroom teachers in kindergarten and grades 1 through 6, inclusive. It is the intention of the Legislature that the professional development and program improvement centers shall emphasize the improvement of teaching and programs in reading and mathematics, improve the teacher's skills in diagnosing learning disabilities of pupils, and develop corrective programs of instruction. It is the further intention of the Legislature that the center include the principal and other school administrative personnel in the training program.

It is also the intention of the Legislature that in sparsely populated areas, involving long distances, in which the establishment of professional development and program improvement centers are not feasible, the in-service teacher training shall be provided under joint programs between school districts and county superintendents of schools to strengthen the instructional techniques of classroom teachers in kindergarten and grades 1 through 8.

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### §13355.1 (cont.)

It is the further intention of the Legislature that all district, state, and federal resources related to teacher training be integrated and coordinated with in-service training programs established by this article in order to improve the educational achievement of pupils enrolled in both categorical aid programs and regular instructional programs.

### §13355.2

#### **Definitions**

As used in this article:

(a) "Center" means a professional development and program improvement center which is an elementary school designated as such upon application of a school district by the State Board of Education. It is a school in which a program under either Title I of the Elementary and Secondary Education Act of 1965, the Miller-Unruh Basic Reading Act (Chapter 5.8 (commencing with Section 5770) of Division 6), the Educationally Disadvantaged Youth Programs (Chapter 6.10 (commencing with Section 6499.230) of Division 6), or the Early Childhood Education Program (Article 8 (commencing with Section 11921) of Chapter 4 of Division 9) is in operation.

(b) "Satellite school" means any other school or schools in the district designated as such by the district and approved by the State Board of Education. Satellite schools shall be named in accordance with the priority measures established by Section 13355.6.

(c) "Program" means a professional development and program improvement center established pursuant to this article.

(d) "Joint program" shall mean a program undertaken through joint agreement by two or more school districts or county superintendents of schools joined together for the purpose of providing in-service training to administrators and teachers teaching kindergarten and grades 1 through 8.

### §13355.3

#### **Requirements for designation as a center**

A school may be designated as a center when all of the following conditions are met:

(a) The director of the center, as appointed by the school district, has the concurrence of a cooperating teacher training institution;

(b) The master teachers at the center have been determined to be outstanding teachers by the school district and the cooperating institution of higher education;

(c) The center has at least the staff for auxiliary and administrative services that would be present in an adequately staffed school.

### §13355.4

#### **Personnel and training**

Each school designated as a center shall employ a staff of teachers, administrative and auxiliary personnel, and teachers aides and may provide training for such staff which may serve as substitutes in the satellite school when the regular satellite school staff is released for in-service training.

### §13355.5

#### **Application to establish center**

Any school district may apply to establish a center. The application shall be submitted to the State Board of Education and shall contain a detailed plan cooperatively developed with a teacher training institution and shall include all of the following:

(a) A description of the training program for all school personnel to be trained through the program, including administrative and auxiliary personnel and, if appropriate, replacement teachers;

(b) A description of the in-service program to be provided to the staff of satellite schools on a regular basis until all staff members of the satellite schools have participated in the in-service training program. Staff of satellite schools shall include specialist teachers in reading and mathematics regularly employed with such schools, and administrative and auxiliary personnel, and teacher aides;

(c) A description of the procedure to be used for the identification of master teachers at the center based on demonstrated ability by the district in cooperation with the institution of higher education.



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### **§13355.5 (cont.)**

(d) A description of the program for followup training to be provided to personnel of satellite schools which have had training in the centers;

(e) A description of how all existing in-service training programs of the district funded from local, state, and federal sources will be integrated with the professional development, and program improvement programs authorized by this article, including a specific statement of the local, state, and federal resources for district in-service training programs that will be utilized in the implementation of this program.

### **§13355.6**

#### **Satellite schools**

Satellite schools shall be designated and approved as those schools which meet all the following criteria:

(a) The schools which have the largest concentration of pupils whose reading or mathematics, or both; achievement scores fall below the first quartile, as measured by the latest administered standardized achievement test in reading or mathematics, or both.

(b) The schools which have designated one or more master teachers to act as resource teachers in reading and mathematics and to work with other teachers in the strengthening of instructional techniques and program improvements.

(c) The schools shall maintain a summer session and integrate their instructional programs with the in-service training program performed during the summer.

(d) The schools which have the largest concentration of teachers who will assure the district that they will continue to teach in the satellite schools for the second school year following their participation in the center program.

### **§13355.61**

**A program proposed by a joint agreement may be considered when all the following conditions are met:**

(a) The director of the program, as appointed by the joint agreement, has the concurrence of a cooperating teacher training institution.

(b) The professional staff proposed by the teacher training institution to work with the joint program has the concurrence of the school districts participating in the joint agreement.

(c) The master teachers or specialist teachers employed by the joint program have been determined to be outstanding teachers by the school district and the cooperating institution of higher education.

### **§13355.62**

**The designated agent of any joint program may apply to establish a program of in-service and pre-service training for classroom teachers in lieu of applying to establish a center pursuant to Section 13355.5. The application shall contain a detailed plan cooperatively developed with a teacher training institution and shall include all of the following:**

(a) A description of the training program for all school personnel to be trained through the program, including administrative and auxiliary personnel and, if appropriate, replacement teachers;

(b) A description of the in-service program to be provided the staff of satellite schools on a regular rotation basis until all staff of the satellite school have participated in the in-service training program. Staff of satellite schools shall include specialist teachers in reading and mathematics regularly employed with such schools, and administrative and auxiliary personnel, and teacher aides;

(c) A description of procedures to be used for the identification of master teachers at the center based on demonstrated ability by the district in cooperation with the institution of higher education;

(d) A description of the program for followup training to be provided to personnel of satellite schools which have had training in the centers;

(e) A description of how all existing in-service training programs of the district funded from local, state, and federal sources will be integrated with the professional development and program improvement programs authorized by this article, including a specific statement of the local, state, and federal resources for district in-service training programs that will be utilized in the implementation of this program;

(f) Assurance that joint programs shall be undertaken first in the schools of the participating district



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### §13355.62 (cont.)

which have (1) the largest concentration of pupils whose reading achievement scores fall in the first quartile, as measured by the most recently administered standardized achievement test in reading, (2) the largest concentration of pupils whose mathematic achievement scores fall in the first quartile as measured by the most recently administered standardized achievement test in mathematics, and (3) the largest concentration of teachers who will assure the district that they will continue to teach in the schools for the second school year following their participation in the program.

### §13355.7

#### **Rules and regulations**

The State Board of Education shall adopt rules and regulations necessary to implement the provisions of this article, including the establishment of minimum standards for in-service programs offered.

### §13355.8

#### **Evaluation**

The State Board of Education shall provide for the evaluation of improvement of teacher competence of teachers participating in the program. The board shall select or contract for the development of evaluation procedures and materials designed to measure the improvement of teaching competence as a result of participation in the program. The assessment procedures and materials shall be utilized to assess participating teachers before and after participation in the program.

### §13355.9

#### **Reports**

School districts which have established centers or joint programs shall report to the State Board of Education the scores of pupils in schools whose teachers and administrative personnel have participated in programs, and, in addition, shall report scores of pupils in similar schools whose staff did not participate in programs. Reports shall also be made revealing the amount of progress each pupil in satellite schools made for each year of instruction by teachers receiving in-service training in the centers. The State Board of Education, on the basis of such reports, shall report annually to the Legislature the success of the program and shall make recommendations to improve the program.

### §13355.11

#### **Procedures for allocating funds**

The State Board of Education shall establish procedures for allocating funds to support the preservice and in-service training programs authorized by this article.

### §13355.14

#### **State grants allocation; maximum amount**

State grants made to school districts shall not exceed the amount approved in the project budget of the district. Allocation by the Superintendent of Public Instruction shall include such amount as may be necessary to (1) pay the salaries of replacement teachers, and (2) pay the salaries of instructors or prorated salaries of consultants for time of instruction in the project.

In no event shall allocations to school districts for the professional development program exceed one thousand two hundred dollars (\$1,200) per trainee.

### §13361

#### **Holding of annual institute**

The superintendent of schools of every county in which there are 20 or more school districts, and of every city and county, and of every city school district governed by a city board of education and employing 70 or more teachers, may hold an annual teachers' institute in each year.

### §13362

#### **Holding of annual institute**

In any county in which there are less than 20 school districts, the county superintendent of schools may hold an annual teachers' institute.

### §13363

#### **Holding of joint institutes**

The superintendents of schools of counties, or cities and counties, or city school districts may unite for the purpose of holding a joint teachers' institute, and shall direct the teachers of their respective counties, cities and counties, or city school districts to attend the joint teachers' institute in lieu of all or a designated part of the annual teachers' institute of the county, city and county, or city school district. Attendance shall be under the same conditions and compensations as provided for the annual teachers' institute of the county, city and county, or city school district.

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### **§13364 Local institutes or inservice meetings in lieu of annual institutes**

In lieu of an annual teachers' institute, the superintendent of schools of any county or of any school district employing 10 or more teachers, may hold during the school year, at places in the county, whether located within or outside the school district, chosen by the superintendent for their convenience and accessibility to teachers and patrons of the schools, local day or evening institutes of teachers' institutes or teachers' in-service meetings which shall provide at each of the chosen places, not less than the number of hours of institute work or teachers' in-service meetings as may be determined by the superintendent.

### **§13365 Holding of combined annual and local institutes**

The annual teachers' institute may be combined with local institutes, by holding an annual teachers' institute in the county, or city and county, or city school district, or other school district employing 100 or more teachers, and also holding during the school year local day or evening teachers' institutes or teachers' inservice meetings at convenient places in the county, or city and county, or city school district, the whole to provide not less than the number of hours of institute work as may be determined by the superintendent.

### **§13366 Duties of superintendent**

The superintendent of schools of each county, city and county, or city school district shall preside over teachers' institutes held therein, and shall secure the attendance of lecturers competent to instruct in the art of teaching.

### **§13367 Report of absent teachers**

Each superintendent of schools holding an institute, whether separately or as part of a joint institute, shall report to the governing board of each school district under his jurisdiction the names of all teachers of the district failing to attend any session of the institute.

### **§13368 Attendance of teachers**

Every teacher employed in the schools of the county, city and county, or city school district holding an institute shall attend the institute and participate in its proceedings.

### **§13369 Payment of salaries and traveling expenses for attending institute**

Every teacher shall be paid his regular salary for the time covered by his attendance upon an institute. He shall also receive his actual and necessary traveling expenses incurred in attending the institute, not exceeding twenty-five cents (\$0.25) a mile, excluding the first six miles, one way from the place of his employment to the place of the institute or thirty-five dollars (\$35), whichever is the lesser amount. Claims for traveling expenses are payable from the same fund as teachers' salaries upon verification and approval by the county superintendent of schools. When the institute is held during the time that teachers are employed in teaching, their pay shall not be diminished by reason of their attendance.

### **§13370 Attendance at other institutes; no traveling expenses**

The superintendent of schools of any district or county holding an annual institute may, in his discretion and for good reason, authorize any teacher of the district or county, in lieu of attending one or more days of the institute held by him, to attend an institute held by the superintendent of schools of another district or county, or to attend an educational meeting held by the State Department of Education, or by a recognized institute or organization in the same or another district or county, for an equivalent period.

The period of the attendance of a teacher upon an institute or meeting under the provisions of this section shall be equivalent to attendance for the same period upon the institute he is otherwise required to attend, but shall not constitute attendance upon an institute for the payment of traveling expenses under Section 13369.

### **§13371 Accounts of expenses of institutes or inservice meetings**

The county superintendent, the city and county superintendent, and the district superintendent, and the city superintendent shall each keep an accurate account of the actual expenses incurred by him in holding any teachers' institute or teachers' inservice meetings whether separate or joint.

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### **§13372 Payment of expenses by county**

Each county superintendent of schools shall draw his requisition upon the county auditor, who shall draw his warrants on the county school service fund to pay the expenses of the county institute or teachers' inservice meetings.

### **§13373 Payment of expenses by city and county**

Each city and county superintendent shall draw his requisition upon the city and county auditor, who shall draw his warrant upon the funds of the school district or districts within the city and county to pay the expenses of the city and county institute.

### **§13374 Payment of expenses by city**

Each city superintendent of schools shall present a statement of the expenses incurred by him in holding the city district institute to the governing board of the city school district, which shall pay the expenses from the funds of the school district in the same manner as other claims against the funds of the district are paid.

### **§13375 Proportionment of expenses of joint institutes**

The expenses of a joint teachers' institute shall be borne proportionately by the counties, city and county, and city school districts participating therein. The amount paid by any county, city and county, or city school district toward the expenses of a joint institute shall not exceed the amount authorized to be expended by the county, city and county, or city school district for a separate annual teachers' institute.

### **§13376 Limitation of expenses of separate institutes**

Not more than six hundred dollars (\$600) shall be paid for the expenses of any separate annual teachers' institute held by the superintendent of schools of any county, city and county, or city school district having less than 100 teachers regularly employed in the elementary and secondary schools of the county, city and county, or city school district. Where the number of teachers regularly employed in the elementary and secondary schools of any county, city and county, or city school district exceeds 100 teachers at the time of holding any separate annual teachers' institute, the superintendent of schools may expend money, in addition to six hundred dollars (\$600), at the rate of two dollars (\$2) per teacher for each teacher in excess of 100 teachers regularly employed at the time of holding the separate institute.

### **§13377 Expenses of local institutes**

Whenever the superintendent of any county, or city or county, or city school district, elects to hold local teachers' institutes, or the combination of annual teachers' institute with a local institute, he may expend money, in addition to the amount provided in Section 13376 for the expenses of any separate annual teachers' institute in his county, or city and county, or city school district at the rate of ten dollars (\$10) per teacher for each teacher regularly employed at the time of holding the first series of local institutes in any school year.

### **§13378 Limitations on expenditures for local institutes**

The total expenditures for local institutes shall not at any time in the school year exceed one hundred dollars (\$100) multiplied by the number of local institutes held.

### **§13379 Computation of time**

Whenever the superintendent holds the combination of annual institute with local institutes each day of the annual institute shall be considered for purposes of expenditure the same as one series of local institutes.

### **§13380 Payment of expenses of local institutes and combined annual and local institutes**

All expenses of local institutes and of combined annual and local institutes shall be paid in the same manner and from the same funds as are the expenses of separate and of joint institutes.

### **§13385 Legislative Intent**

It is the intent of the Legislature to encourage California's institutions of higher education, whether public or private, to enter into cooperative arrangements with local school districts for the provision



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### **§13385 (cont.)**

of training programs designed to improve high school teachers' instructional skills. The Legislature recognizes that the usual teacher preparation required by law and provided by most teacher-training institutions — while meeting high quality standards — may not provide desirable exposure to the range of new and innovative teaching techniques being developed and tested by and in cooperation with major universities throughout the United States; nor does the usual preparation provide; even with practice teaching, on-the-job experience under the guidance of resource and consulting personnel involved in development of new techniques or of so-called master teachers chosen for their exceptional ability and supplementary research in the field.

The Legislature, therefore, intends, in enacting this article, to facilitate the process whereby institutions of higher education, research centers, or regional educational laboratories may provide resource personnel and special courses under contracts or other cooperative arrangements with local school districts.

### **§13385.5 "Staff development project" defined**

As used in this article, the term "staff development project," means training programs established to improve high school teachers' instructional skills pursuant to this article.

### **§13386 Personnel eligible for staff development projects**

Staff development projects shall be made available whenever possible to the following personnel:

- (a) New high school teachers of the district who have not yet completed the fifth year of university or college education requirements for a standard teaching credential with a specialization in secondary teaching.
- (b) New teachers of the district, whether from California or out of state, who may already have completed all requirements for a standard teaching credential with a specialization in secondary teaching.
- (c) Teachers who may already be teaching in the district, including those who have, as well as those who have not, completed the fifth year requirement for a standard teaching credential with a specialization in secondary teaching.
- (d) High school counselors or visiting teachers.
- (e) High school administrators.

### **§13386.5 Establishment of staff development projects; components**

The governing board of any school district may establish a staff development project to improve high school teachers' instructional skills pursuant to this article.

A staff development project may include, but not be limited to, the following components, as determined by the governing board:

- (a) A statement of the school district's objectives in establishing the project, specifying the school district's particular needs with reference to specialized instructional personnel.
- (b) A description of the component parts of the proposed staff development project, including:
  - (1) Courses to be made available to trainees through arrangements with an institution of higher education, research center, or regional education laboratory; and
  - (2) Other planned trainee activities.
- (c) A statement outlining methods and criteria to be used in selecting trainees for the project.
- (d) A statement indicating generally the duration of the program and the number of hours per week each trainee would be involved in designated activities.
- (e) A statement describing the manner in which the staff development project is to be evaluated upon termination of a unit of training.
- (f) A statement of proposed expenditures and reasonable expected cost, and an outline of proposed federal or state and local fund matching arrangements.

### **§13387 Contracts with institutions, centers or laboratories**

The governing board of any school district may contract with institutions of higher education, including the University of California, the California State University and Colleges, and private insti-



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**§13387  
(cont.)**

tutions, and with research centers or regional education laboratories, for such institutions, centers, or laboratories to furnish academic and consulting services for purposes of a staff development project. The school district shall be deemed the contracting agency and shall be responsible for coordination and administration of the staff development project.

**§13387.5      Facilities, equipment, and materials**

The school district shall provide the necessary facilities, equipment, and instructional materials for the project.

**§13388      Remuneration of trainees**

Certificated employees participating as trainees in a staff development project shall be remunerated on a basis consistent with usual procedures of the school district.

**§13388.5      Costs**

The school district shall pay, out of the funds of the school district, all costs of the project.

**§13389      Academic credit**

Any institution of higher learning participating in a staff development project pursuant to this article shall grant academic credit for the courses established under terms of the contract arranged with respect to a staff development project. Such academic credit shall be granted on whatever hour or unit basis is the practice at the participating institution.

**§13390      Legislative intent**

It is the intent of the Legislature to encourage California's institutions of higher education, whether public or private, to enter into cooperative arrangements with local school districts for the provision of training programs designed to improve elementary teachers' instructional skills. The Legislature recognizes that the usual teacher preparation required by law and provided by most teacher-training institutions — while meeting high quality standards — may not provide desirable exposure to the range of new and innovative teaching techniques being developed and tested by and in cooperation with major universities throughout the United States; nor does the usual preparation provide, even with practice teaching, on-the-job experience under the guidance of resource and consulting personnel involved in development of new techniques or of so-called master teachers chosen for their exceptional ability and supplementary research in the field.

The Legislature, therefore, intends, in enacting this article, to facilitate the process whereby institutions of higher education, research centers, or regional educational laboratories may provide resource personnel and special courses under contracts or other cooperative arrangements with local school districts.

**§13390.5      "Staff development project" defined**

As used in this article, the term "staff development project," means training programs established to improve elementary teachers' instructional skills pursuant to this article.

**§13391      Personnel eligible for staff development projects**

Staff development projects shall be made available whenever possible to the following personnel:

- (a) New elementary teachers of the district who have not yet completed the fifth year of university or college education requirements for a standard teaching credential with a specialization in elementary teaching;
- (b) New teachers of the district, whether from California or out of state, who may already have completed all requirements for a standard teaching credential with a specialization in elementary teaching;
- (c) Teachers who may already be teaching in the district, including those who have, as well as those who have not, completed the fifth year requirement for a standard teaching credential with a specialization in elementary teaching;
- (d) Elementary school counselors or visiting teachers; and
- (e) Elementary school administrators.

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§13392

### **Project proposals; approval**

The governing board of any school district desiring to establish a staff development project shall submit one or more project proposals to the State Department of Education for review and for final approval by the State Board of Education. No funds appropriated for purposes of this article shall be allocated to a school district for a staff development project until the State Board of Education approves of the project.

§13393

### **Project proposal components**

A staff development project proposal shall include, but not be limited to, the following components, as well as any other components which the State Board of Education determines meet the needs and purposes of a staff development project:

- (a) A statement of the school district's objectives in establishing the project, specifying the school district's particular needs with reference to specialized instructional personnel.
- (b) A description of the component parts of the proposed staff development project, including:
  - (1) Courses to be made available to trainees through arrangement with an institution of higher education, research center, or regional education laboratory; and
  - (2) Other planned trainee activities.
- (c) A statement outlining methods and criteria to be used in selecting trainees for the project.
- (d) A statement indicating generally the duration of the program and the number of hours per week each trainee would be involved in designated activities.
- (e) A statement describing the manner in which the staff development project is to be evaluated upon termination of a unit of training.

§13394

### **Academic and consulting service**

The governing board of any school district may contract with institutions of higher education, including the University of California, the California State Colleges, and private institutions, and with research centers or regional education laboratories, for such institutions, centers, or laboratories to furnish academic and consulting services for purposes of a staff development project. The school district shall be deemed the contracting agency and shall be responsible for coordination and administration of the staff development project.

§13395

### **School district share of cost**

The school district shall bear 50 percent of the cost of a staff development project coordinator's salary, and shall provide the necessary facilities, equipment, and instructional materials for the project.

§13396

### **Trainee compensation**

Certificated employees participating as trainees in a staff development project shall be remunerated on a basis consistent with usual procedures of the school district.

§13397

### **Allowances for certain costs**

The Superintendent of Public Instruction shall allow, out of funds appropriated to the Department of Education for the purpose, to each school district an amount sufficient to pay the tuition costs and other fees necessary for trainees to take courses prescribed in the staff development project at the college or university level, and to pay the consultation costs of the project, and to pay 50 percent of the cost of the salary of the staff development project coordinator.

§13398

### **Academic credit**

Any institution of higher learning participating in a staff development project pursuant to this article shall grant academic credit for the courses established under terms of the contract arranged when a staff development project has been approved by the State Board of Education. Such academic credit shall be granted on whatever hour or unit basis is the practice at the participating institution.

§13399

### **Renewal**

A staff development project submitted by a school district may be renewed, but it shall include any modifications recommended by the State Board of Education upon review of the school district's evaluation of the staff development project.

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### **§13399.5 Rules and regulations for administration**

The Department of Education shall, subject to the approval of the State Board of Education, establish rules and regulations for the administration of this article, including the use of any federal funds that may be available for purposes of this article.

### **§13453 Leaves of absence**

Governing boards of school districts may grant leaves of absence to persons employed in positions requiring certification qualifications.

### **§13454 Power to grant leaves of absence**

When any provision of this code expressly authorizes or requires the governing board of a school district to grant a leave of absence for any purpose or for any period of time to persons employed in positions requiring certification qualifications, that express authorization or requirement does not deprive the governing board of the power to grant leaves of absence with or without pay to such employees for other purposes or for other periods of time, so long as the governing board does not deprive any employee of any leave of absence to which he is entitled by law.

### **§13457 Leaves of absence for study and travel**

The governing board of any school district may grant any employee of the district employed in a position requiring certification qualifications, a leave of absence for not to exceed one year for the purpose of permitting study or travel by the employee which will benefit the schools and pupils of the district. The governing board may provide that such a leave of absence be taken in separate six-month periods or separate quarters rather than for a continuous one-year period, provided that the leave of absence for both of the separate six-month periods or any or all quarters shall be commenced and completed within a three-year period. Any period of service by the individual intervening between the two separate six-month periods or separate quarters of the leave of absence shall comprise a part of the service required for a subsequent such leave of absence.

If any leave of absence commenced upon within three years prior to the effective date of the amendments to this section adopted at the 1961 Regular Session of the Legislature, was taken in one or more separate periods of less than one year, the period of service intervening between such separate periods shall comprise a part of the service required for a subsequent such leave of absence.

### **§13458 Time qualifications for leaves of absence for travel and study**

No leave of absence shall be granted to any employee under Section 13457 who has not rendered service to the district for at least seven consecutive years preceding the granting of the leave, and not more than one such leave shall be granted in each seven-year period. The governing board granting the leave of absence may, subject to the rules and regulations of the State Board of Education, prescribe the standards of service which shall entitle the employee to the leave of absence. No absence from the service of the district under a leave of absence, other than a leave of absence granted pursuant to Section 13457, granted by the governing board of the district shall be deemed a break in the continuity of service required by this section, and the period of such absence shall not be included as service in computing the seven consecutive years of service required by this section. Service under a national recognized fellowship or foundation approved by the State Board of Education, for a period of not more than one year, for research, teaching or lecturing shall not be deemed a break in continuity of service, and the period of such absence shall be included in computing the seven consecutive years of service required by this section.

### **§13459 Service and compensation during leaves of absence for travel and study**

Every employee granted a leave of absence pursuant to Section 13457 may be required to perform such service during the leave as the governing board of the district and the employee may agree upon in writing, and the employee shall receive such compensation during the period of the leave as the governing board and the employee may agree upon in writing, which compensation shall be not less than the difference between the salary of the employee on leave and the salary of a substitute employee in the position which the employee held prior to the granting of the leave. However, in lieu of



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(cont.)

such difference, the board may pay one-half of the salary of the employee on leave or any additional amounts up to and including the full salary of the employee on leave.

**§13460**

**Agreement to serve following leave of absence; payment for leave of absence time; bond; waiver**

Every employee, as a condition to being granted a leave of absence pursuant to Section 13457, shall agree in writing to render a period of service in the employ of the governing board of the district following his return from the leave of absence which is equal to twice the period of the leave. Compensation granted by the governing board to the employee on leave for less than one year may be paid during the first year of service rendered in the employ of the year may be paid during the first year of service rendered in the employ of the governing board following the return of the employee from the leave of absence or, in the event that the leave is for a period of one year, such compensation may be paid in two equal annual installments during the first two years of such service following the return of the employee. The compensation shall be paid the employee while on the leave of absence in the same manner as if the employee were teaching in the district, upon the furnishing by the employee of a suitable bond indemnifying the governing board of the district against loss in the event the employee fails to render the agreed upon period of service in the employ of the governing board following the return of the employee from the leave of absence. The bond shall be exonerated in the event the failure of the employee to return and render the agreed upon service is caused by the death or physical or mental disability of the employee. If the governing board finds and by resolution declares that the interests of the district will be protected by the written agreement of the employee to return to the service of the district and render the agreed upon period of service therein following his return from the leave, the governing board in its discretion may waive the furnishing of the bond and pay the employee on leave in the same manner as though a bond is furnished.

**§13460.3**

**Pro rate reduction of payment and division of bond proceeds upon partial default**

If the employee does not serve for the entire period of service agreed upon under Section 13460, the amount of compensation paid for the leave of absence shall be reduced by an amount which bears the same proportion to the total compensation as the amount of time which was not served bears to the total amount of time agreed upon. If the employee furnished an indemnity bond, upon default, the proceeds of the bond shall be divided between the employee and the school district in the same proportion as the actual amount of time served bears to the amount of time agreed upon.

**§13460.5**

**Manner of payment for leave of absence time; special case**

If a unified school district which includes a community college is reorganized so that a community college district is formed in addition to the unified school district, an employee who takes his leave from the unified school district before the reorganization may satisfy the two years' service required by Section 13460 by serving for two years in either the community college district or the unified school district, as they exist after the reorganization, or in both.

**§13461**

**Fulfillment of service requirements by service in one or more districts**

Where one governing board serves as the governing board of two or more separate districts, an employee may fulfill the service requirements provided in Section 13458 or in 13460, or both, by service in any one or more of the districts under the jurisdiction of such governing board. At the option of the governing board the provisions of this section may apply in whole or in part to service rendered prior to October 1, 1949.

**§13462**

**Reinstatement after leave of absence**

At the expiration of the leave of absence of the employee, he shall, unless he otherwise agrees, be reinstated in the position held by him at the time of the granting of the leave of absence.

**§13463**

**Liability for death or injury during leave of absence**

Both the governing board of any district and the district shall be freed from any liability for the payment of any compensation or damages provided by law for the death or injury of any employee of the district employed in a position requiring certification qualifications when the death or injury occurs while the employee is on any leave of absence granted under the provision of Section 13453 to 13466, inclusive.



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### **§13464 Effect of leave of absence on probationary employee**

No leave of absence when granted to a probationary employee shall be construed as a break in the continuity of service required for the classification of the employee as permanent. The time during which the leave of absence is taken shall not be considered as employment within the meaning of Sections 13303 to 13312, inclusive, Sections 13314 to 13318, inclusive, Sections 13320 to 13326, inclusive, and Sections 13328 to 13337, inclusive.

### **§13465 Rights to leave of absence of high school district employees employed by community college district**

Whenever any permanent or probationary employee of a high school district is employed by a community college district pursuant to Section 13318 or 13321 such employee shall be entitled to retain all sickness and injury, sabbatical and other leave rights accumulated by service prior to such employment and the district shall recognize and grant such rights, including any accumulated rights allowed by the governing board of the high school district, as fully as if there was no change in the district maintaining the community college.

### **§13465.1 Retention of rights while employed by community college district**

Whenever a permanent or probationary certificated employee of a high school district is granted a leave of absence from the high school district which is governed by a governing board composed of identical personnel as the governing board of the high school district from which the employee is on leave, such employee may at the discretion of the governing board of the community college district, be allowed to retain all sickness and injury, sabbatical and other leave rights accumulated by service with the high school district prior to employment with the community college district, including any accumulated rights allowed by the governing board of the high school district prior to the transfer, as fully as if there were no change in employment from the high school district to the community college district. This section shall be applicable whether the transfer of employment occurred before or after the effective date of this section.

### **§13466 Rights to leaves of absence when school or place of employment transferred between districts**

When any school or other place of employment shall have been transferred from one district to another, any certificated employees who transfer with said school or other place of employment shall be entitled to retain all sickness and injury, sabbatical and other leave rights accumulated by service prior to such transfer and the district to which such school or other place of employment has been transferred shall recognize or grant such rights, including any accumulated rights allowed by the governing board of the district from which the school or other place of employment was transferred, as fully as if there had been no change in the district maintaining such school or other place of employment.

### **§13468.6 Transfer of accumulated leave of absence**

Any person employed by a school district or by a county superintendent of schools in a position requiring certification qualifications who accepts a professional education position in the Department of Education or the chancellor's office of the California Community Colleges, the appointment to which is, or is intended to become, permanent, shall have transferred with him to the Department of Education or the chancellor's office of the California Community Colleges his accumulated leave of absence for illness or injury. The amount of such leave to be transferred shall be determined in the same manner as provided in Section 13468.1, except in no case may the transferred accumulated sick leave exceed the amount of accumulated sick leave that the person would have earned as an employee in the system to which he is transferring. All other provisions of Section 13468.1 shall also apply to the employees and employers described in this section.

### **§13621 Power of superintendent to hold annual institutes**

The superintendent of schools of every county and of every city and county, and of every city school district governed by a city board of education may hold at least one annual institute of persons employed in the classified service. The superintendent of schools shall designate the persons to attend the institute.

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### §13622

#### **Power of superintendent to unite institutes; manner of holding and expenses**

The superintendent of schools may unite institutes of classified employees, and may hold institutes of classified employees in the same manner as teachers' institutes. The expenses of such institutes shall be paid in the same manner and from the same funds as are teachers' institutes.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 5 (commencing at Section 13701) of this chapter.

### §13651

#### **Leaves of absence and vacations**

Governing boards of school districts may grant leaves of absence and vacations, with or without pay, to persons employed in the classified service of the district.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 5 (commencing at Section 13701) of this chapter.

### §13670

#### **Intent of Legislature**

In enacting this article the Legislature recognizes that technological and other changes are occurring which may displace otherwise desirable classified employees in the public school system of the state. The Legislature intends that the enactment of this article will encourage classified employees to prepare themselves for the changes that are occurring and will also encourage governing boards to utilize the article to further study and retraining by classified personnel.

### §13671

#### **Leave of absence**

The governing board of any school district may grant any classified employee a leave of absence not to exceed one year for the purpose of permitting study by the employee or for the purpose of retraining the employee to meet changing conditions within the district.

The governing board may provide that such a leave of absence shall be taken in separate six-month periods or in any other appropriate periods, rather than for a continuous one-year period; provided, that the separate periods of leave of absence shall be commenced and completed within a three-year period. Any period of service by the individual intervening between the authorized separated periods shall comprise a part of the service required for a subsequent leave of absence for study or retraining.

In school districts operating under the merit system, such leaves of absence shall be granted in accordance with rules established by the personnel commission.

### §13672

#### **Prior service required**

No leave of absence shall be granted under this article to any employee for study purposes who has not rendered service to the district for at least seven consecutive years, or for retraining purposes who has not rendered service for at least three consecutive years preceding the granting of the leave, and no more than one such leave of absence shall be granted in each seven- or three-year period, respectively. The governing board, or personnel commission in merit system districts, may prescribe standards of service which shall entitle the employee to the leave of absence.

Any leave of absence granted under this article shall not be deemed a break in service for any purpose, except that such leave shall not be included as service in computing service for the granting of any subsequent leave under this article.

### §13673

#### **Agreement on services and compensation during leave**

Every employee granted a leave of absence pursuant to this article may be required to perform such services during the leave as the governing board of the district and the employee may agree upon in writing. The employee shall receive such compensation during the period of the leave as the governing board and the employee may agree upon in writing, which compensation shall be not less than the difference between the salary of the employee on leave and the salary of a substitute employee in the position which the employee held prior to the granting of the leave. However, in lieu of such difference, the board may pay one-half of the salary of the employee on leave or any additional amount up to and including the full salary of the employee on leave.

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### **§13674 Manner of paying compensation during leave**

Compensation granted by the governing board to the employee on leave may be paid in two equal annual installments during the first two years of service rendered in the employ of the governing board following the return of the employee from the leave of absence. The compensation shall be paid the employee while on the leave of absence in the same manner as if the employee were working for the district, upon the furnishing by the employee of a suitable bond indemnifying the governing board of the district against loss in the event that the employee fails to render at least two years' service in the employ of the governing board following the return of the employee from the leave of absence. The bond shall be exonerated in the event the failure of the employee to return and render two years' service is caused by the death or physical or mental disability of the employee. If the governing board finds, and by resolution declares that the interests of the district will be protected by the written agreement of the employee to return to the service of the district and render at least two years' service therein following his return from the leave, the governing board in its discretion may waive the furnishing of the bond and pay the employee on leave in the same manner as though a bond is furnished.

### **§13675 Service requirement in multiple districts under jurisdiction of one governing board**

Where one governing board serves as the governing board of two or more separate districts, an employee may fulfill the service requirements provided in Sections 13672 or 13674, or both, by service in any one or more of the districts under the jurisdiction of such governing board.

### **§13676 Application of article to districts adopting merit system**

This article shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 5 (commencing with Section 13701) of this chapter or other applicable provisions of this code that may hereafter be enacted.

### **§13677 Reimbursement for training**

The governing board of any school district may grant reimbursement of the costs, including tuition fees, to any permanent classified employee who satisfactorily completes approved training to improve his job knowledge, ability, or skill. Programs eligible for such reimbursement shall include, but not be limited to, courses of study at approved academic institutions, seminars and training institutes conducted by recognized professional associations, and conferences, meetings and such other training programs as are designed to upgrade the classified service and to encourage retraining of employees who may otherwise be subject to layoff as the result of technological changes. Eligibility for reimbursement shall be in accord with rules established by the personnel commission in those districts which have adopted a merit system. Provisions of this section shall not apply to any employee who is receiving training and is eligible for reimbursement by any other governmental agency, organization, or association.

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*Colorado Revised Statutes 1973; Supplement 1975*

**§22-2-112 Commissioner-duties**

(1) Subject to the supervision of the state board, the commissioner has the following duties:

(g) To visit public schools and communities which most need his personal attendance for the purpose of stimulating and guiding public sentiment to education and diffusing by public addresses and personal communication with parents, school officers, and teachers a knowledge of existing defects of and a knowledge of desirable improvements in the government, finance, curriculum of, and instruction in the public schools. . . .

**§22-20-105 Depository and retrieval network for visually and hearing handicapped children**

The department will maintain a production, inventory, and depository system for those textbooks, equipment, and instructional and resource materials used in the education of visually and hearing handicapped children or in the in-service training of professional personnel. The services of said system shall be available to those administrative units which find it more economical to employ materials from a central depository than to maintain their own.

**§22-20-114 Reimbursable costs of programs**

(1) Beginning in the fiscal year 1973-1974, an administrative unit which maintains and operates special educational programs approved by the department for the education of handicapped children shall be entitled to reimbursement for:

(a) Eighty percent of that portion of the salary of the following personnel which is attributable, in accordance with regulations of the department, to special educational programs:

(IV) In-service training of regular classroom teachers to provide special education services to children within regular classrooms insofar as is practicable and efficacious. . . .

**§22-21-104 Qualification**

(1) Any school district or cooperative services district may submit a proposal to the state board for an incentive program under this article. An incentive program may be carried on by a local school district or several school districts involving the district or districts as a whole or in part, or for selected grade levels, subject areas, or school facilities.

(3) An incentive program shall include, but not be limited to, any of the following:

(a) Programs which initiate new instructional concepts and methods;

(b) Programs which stimulate movement towards the individualization of instruction;

(c) Programs which initiate better staff development and utilization. . . .

**§22-22-103 Programs for improved educational achievement**

(1) Local school districts shall be eligible for grants from the state board of education, referred to in this article as the "board," for planning and implementing programs for improved educational achievement in areas where there are high concentrations of children who are not achieving up to their grade levels through:

(b) Training and development programs designed to enable teachers and other educational personnel involved to possess special skills in the problems of children who are not achieving up to their grade levels. . . .

**§22-60-108 In-service education programs for recertification credit**

(1) The state board of education shall establish criteria for in-service education programs to assure that each program approved for recertification credit:

(a) Demonstrates that the need for in-service education has been assessed by teachers and other school district personnel in cooperation with other agencies or organizations;

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**§22-60-108**  
**(cont.)**

- (b) Provides for planned activities which meet the needs for in-service education;
- (c) Includes an evaluation plan which will determine the effect of the activities on the teaching and learning processes;
- (d) Indicates the part which the in-service education program plays in implementing the overall long-range plans of the district.

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### §10-4

#### **Duties of board. Reports**

(a) Said board (Board of Education) shall have general supervision and control of the educational interest of the state, . . . shall provide leadership and otherwise promote the improvement of education in the state, including research planning and evaluation; . . . shall conduct workshops and related activities, including programs of intergroup relations training, to assist teachers in making effective use of such curriculum materials and in improving their proficiency in meeting the diverse needs and interests of pupils; and shall keep informed as to the condition, progress and needs of the schools in the state.

### §10-76j

#### **Five-year plan for special education**

(a) The state board of education, utilizing present personnel only, shall make and keep current a five-year plan for the implementation of the special education policy set forth in sections 10-76a to 10-76h, inclusive, and other pertinent sections. The plan shall include:

(5) a program for the recruitment, preparation and inservice training of professionals and paraprofessionals and supportive personnel in special education and allied fields, including participation by institutions of higher education, state and local agencies, and other appropriate public and private organizations. . . .

### §10-116g

#### **Scholarships for graduate training of teachers in specific fields**

(a) Annually, on or before July first, the state board of education shall determine those fields in which a shortage of teachers exists and certify such shortage to the state scholarship commission.

(b) Any person holding a state certificate pursuant to section 10-145 and engaged in teaching in any public elementary or secondary school in the state shall be eligible for a grant, subject to appropriations therefor, equal to the cost of tuition for courses taken towards a master's degree in any field in which the state board of education has determined a shortage of teachers to exist under the provisions of subsection (a) of this section. Applications for such grants shall be made in accordance with the procedures established therefor by said commission.

(c) Any person holding a bachelor's degree, who is not certified to teach in the public schools of Connecticut in a field in which the state board of education has determined a shortage of teachers exists under the provisions of subsection (a) of this section and who is accepted into a program of preparation for certification in such field, shall be eligible to apply for a grant, subject to appropriations therefor, equal to the cost of tuition of graduate courses taken toward certification. Applications for such grants shall be made in accordance with the policies and procedures established therefor by said commission.

### §10-155a

#### **Cooperative arrangement for teacher training**

(a) As used in sections 10-155a to 10-155d, inclusive: "Local board" means any town or regional board of education; "eligible teacher training institution" means any institution of higher learning in the state which offers an approved program for preparation of teachers for public elementary or secondary schools; "probationary teacher" means a teacher who is not eligible for tenure under the provisions of subsection (b) of section 10-151.

(b) The commission for higher education and the state board of education shall jointly establish and conduct a program to provide grants for cooperative agreements between local boards of education and eligible teacher training institutions designed to provide effective clinical experience for prospective and probationary public school teachers. Said commission and said board shall develop and promulgate guidelines concerning the submission of proposals describing cooperative arrangements for which grants are sought. Such guidelines shall specify the following conditions relative to any cooperative arrangement to be supported: (1) The cooperative arrangement shall be evidenced by a proposal jointly prepared and executed by one or more eligible teacher training institutions and one or more local boards of education; (2) such proposal shall describe the clinical experience to be provided for prospective and probationary teachers which shall include, for prospective teachers, at least one



## CONNECTICUT

### §10-155a (cont.)

period of sustained teaching practice of substantial duration, and which shall be cooperatively supervised by qualified professional personnel of both the teacher training institution and the local board of education; (3) such proposal shall contain an explanation of how the cooperative arrangement will further the objective of improving the effectiveness of preparation of persons who are pursuing or intending to pursue a career in elementary or secondary education and shall include an explanation of the relationship between the clinical experience to be provided for them and their subject matter education; and (4) such proposal shall contain a statement of the prevailing general policies and practices of the local board of education relative to the supervision of teaching practice by prospective teachers and teaching by probationary teachers, including a statement of the experience required or preparation provided for persons engaged in supervision. The guideline may specify such other conditions as are determined by said commission and said board to be necessary or desirable for fulfilling the purposes of section 10-155a to 10-155d, inclusive.

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## DELAWARE

*Delaware Code Annotated 1974; Supplement 1974*

14§122

### Rules and regulations

(a) The Board shall adopt rules and regulations, consistent with the laws of this State for the maintenance, administration, and supervision throughout the State of a general and efficient system of free public schools in accordance with the provisions of this title, including the rules and regulations specified in subsection (b) of this section. Such rules and regulations, when prescribed and published, shall be binding throughout the State.

(b) The Board shall prescribe rules and regulations:

(8) Governing the attendance of teachers now employed and prospective teachers at the summer school at the University of Delaware, and in cooperation with the President of the University of Delaware, determining the conditions by which such teachers and prospective teachers may receive from the State a whole or a part of the expenses incurred by such summer school attendance;

(10) Determining the hours of daily school sessions and holidays on which the public schools shall be closed, days on which teachers may attend educational activities approved by the State Board of Education and the days on which the schools are closed by the authority of the local board for such reasons as storms, necessary repairs, quarantine, destruction of school property by fire or other causes. Under the above conditions the employee shall suffer no loss of pay. . . .

14§1325

### Sabbatical leave

Sabbatical leave may be granted to any properly certified professional employee under the following conditions and provisions:

(1) After 7 years of service as a fully-certified professional employee defined as a teacher, nurse, supervisor, director, principal, superintendent, coordinator, psychologist and any other professional position in public education in this State, provided that at least 5 consecutive years of such service shall have been in the employ of the school board from which leave of absence is sought, unless such board in its discretion shall allow a shorter period of time;

(2) For purposes of professional improvement or for the recovery of health after prolonged illness.

(3) The period of leave shall not be shorter than one half school term nor longer than 1 full school term.

(4) While on leave the employee shall not be allowed to engage in full-time gainful employment, except by written agreement with the leave-granting board. However, this provision shall not preclude the employee from receiving grants such as scholarships, gifts, fellowships, part-time employment, or other grants of aid as frequently provided by colleges, universities, governmental agencies, corporations, trusts or other individuals to students or other persons engaged in study or travel for purposes of professional improvement.

(5) The professional employee shall agree in writing to return to service to the leave-granting board for a period of at least 1 full school year following the completion of his leave.

(6) Request for sabbatical leave shall be presented in writing to said leave-granting board at a regular meeting of such board before April 1, for leave to begin at the opening of the next term, and before November 1, for leave to begin at the opening of the second semester of the term.

(7) At the end of any such period of leave of absence the employee shall present evidence of his professional improvement in such terms as shall have been agreed upon between said employee and said leave-granting board at the time when such leave was granted. Such evidence may consist of college transcripts, degrees earned or written reports by the recipient of the leave of absence.

(8) Said leave-granting board shall accept the employee into full-time employment upon his return from leave and assign him to the position from which he left or to a similar position. In no case may assignment be made so as to invalidate the employee's certification status or to bring about a demotion in position or salary.

## DELAWARE

14§1325  
(cont.)

(9) For purposes of salary increments and pension eligibility and computation, a year of leave shall be considered a year of experience in covered employment under the provisions of local or state salary and pension programs, except that not more than 2 years of leave shall be applied toward salary increments and pension credits to any person. Failure of an employee to return to service of said leave-granting board shall be cause for forfeiture of salary increments and pension credits for the period of the leave.

(10) School board: may set a limit on the number of employees who may be granted leave each year, provided that, in any district having fewer than 20 professional employees, one eligible applicant may be granted leave each year.

(11) The leave-granting district shall provide to the employee granted leave under the foregoing provisions compensation which shall be computed as the difference between the salary which the employee would have been entitled to under full time assignment conditions, and the state minimum salary provided for the position then held by the leave taking employee; provided however, that in no case shall the amount so computed and paid exceed \$2000 for a full school term leave or \$1000 of a 1/2 school term leave.

14§5302

### **Summer school for teachers**

The University shall maintain at the university, for a period of not less than 6 weeks during the summer of each year, a school for teachers in which shall be given courses in pedagogy and such other subjects as will give increased efficiency to those who are now teaching or wish to prepare to teach in the free public schools of this State. The courses given in the school shall be arranged by the University. All persons who are now teaching or who will give satisfactory assurance to the State Board of Education that they intend to teach in the free public schools of this State shall be admitted into the school, provided their applications are approved by the Board. Tuition shall be free to all Delaware teachers.

14§5303

### **Course on Delaware history and government**

The University shall provide a course on Delaware history and government that shall be elective by undergraduates, required for social studies teachers, and offered as an in-service program for teachers coming to this State from other schools or colleges.



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## FLORIDA

*Florida Statutes Annotated 1961; Supplement 1975-1976*

### **§230.33 Duties and responsibilities of superintendent**

The superintendent shall exercise all powers and perform all duties listed below and elsewhere in the law; provided, that in so doing he shall advise and counsel with the school board.

(7) Personnel. (i) Direct work of employees and supervise instruction. Direct or arrange for the proper direction and improvement, under regulations of the school board, of the work of all members of the instructional staff and other employees of the district school system; supervise or arrange under regulations of the school board for the supervision of instruction in the district and take such steps as are necessary to bring about continuous improvement.

(17) Visitation of schools. Visit the schools; observe the management and instruction; give suggestions for improvement; and advise with supervisors, principals, patrons, and other citizens with the view of promoting interest in education and improving the school condition of the district.

(18) Conferences, institutes, and study courses. Call and conduct institutes and conferences with employees of the school board, school patrons, and other interested citizens; organize and direct study and extension courses for employees, advising them as to their professional studies; assist patrons and people generally in acquiring knowledge of the aims, services, and needs of the schools.

(19) Professional and general improvement. Attend such conferences for superintendents as may be called or scheduled by the department of education and avail himself of means of professional and general improvements so that he may function most efficiently.

### **§231.085 Duties of principals**

District school boards shall employ, through written contract, public school principals who shall supervise the operation and management of the schools and property as the board shall determine necessary. The principal shall: (1) Assume administrative responsibility and instructional leadership, under the supervision of the superintendent and in accordance with rules and regulations of the school board, for the planning management, operation and evaluation of the educational program of the school to which he is assigned.

### **§231.09 Duties of instructional personnel**

Members of the instructional staff of the public schools, subject to the rules and regulations of the state board and of the school board, shall perform the following functions:

(5) Conferences. Attend such conferences relating to education as may be required by law, by the department of education, or by the superintendent.

### **§231.10 Florida council on teacher education**

There is created the Florida Council on Teacher Education, to consist of twenty-three members appointed by the state board of education, pursuant to §20.15(10).

(5) The council shall report to the commissioner of education and shall have the following duties:

(a) Make recommendations for desirable standards relating to programs and policies for the development, certification, improvement, and maintenance of competencies of educational personnel;

(b) Aid in planning and conducting an annual review of manpower studies regarding teaching personnel and report findings to the commissioner of education. . . .

### **§231.13 Conferences**

As a means of stimulating the professional improvement of personnel in service, the state superintendent may call conferences of personnel of the public schools on matters relating solely to education, which conferences if held on a school day within the period of time covered by a contract, shall be attended with pay by all who may be designated in the call of the state superintendent; provided, that the call of the state superintendent may indicate that attendance is optional, and that in any case of

## FLORIDA

### §231.13 (cont.)

those absent from their usual duties the time of the conference, only those actually in attendance at the conference shall be entitled to pay for time covered by the conference.

### §231.39

#### **Provisions for leave of absence**

Any member of the instructional and administrative staff may secure leave of absence during the year when it is necessary to be absent from duty as prescribed by law and, under certain conditions, may receive compensation during such period of absence. Any such leave of absence shall be classified as sick leave, illness-in-line-of-duty leave, or professional leave, or personal leave. Subject to the provisions in the section which follow, school boards shall prescribe regulations governing leaves of absence during the year. School boards shall also have authority to prescribe regulations to provide for more extended leaves of absence as follows:

(1) Extended professional leave. Extended leave for professional development may be granted for a period not to exceed one (1) year to any member of the instructional and administrative staff who has served satisfactorily and successfully in the schools of the district; provided, that partial compensation may be authorized only when the person has served in the district for at least three (3) years or when the leave is granted for additional study in accordance with policies of the school board relating to a program of staff development.

### §231.42

#### **Professional Leave**

Any member of the instructional or professional administrative staff who finds it necessary to be absent from his duties for professional reasons or is assigned by the county superintendent under regulations of the county board to be absent for professional reasons or any county superintendent may apply for professional leave during such absence. Such leave may be granted under regulations of the county board. The county board shall also prescribe by regulations, subject to any regulations of the state board, conditions under which compensation is to be allowed and the extent of compensation for such leave; provided, that any leave granted under this section for members of the instructional or professional administrative staff must be approved by the county superintendent.

### §231.45

#### **Principal and superintendent to keep records of absences**

The principal of each school shall see that a record is kept of the days present for duty and the days absent from duty for each teacher in his school and see that both the days present and absent for each teacher are reported to the superintendent at least once each month on the forms prescribed for that purpose. This report shall include the exact dates and the reasons for each absence. The superintendent of each district in the state shall keep full and complete records of all absences of instructional personnel provided for in §§231.39-231.48, 238.171, with the exact day when such absence occurred and the nature of the cause of such absence and advise with the school board as to the disposition to be made of claims arising for payment of such benefits as are provided in said sections.

### §231.46

#### **Forms to be provided**

The school boards of the respective districts shall provide and furnish all forms necessary for compliance with the provisions of this section and the state board shall prescribe the necessary wording to insure uniformity throughout the state.

### §231.600

#### **Short title**

Sections 231.600-231.610 shall be known and may be cited as the Teacher Education Center Act of 1973.

### §231.601

#### **Purposes, intent, and policy**

(1) The purposes of this act are to declare a new state policy for the education of teachers and to provide support for the developmental and operational activities required to implement the new policy.

(2) The most important influence the school can contribute to the learning of any student is the attitudes, skills, knowledge and understanding of the teacher. If any change is desired in the nature or quality of the educational programs of the schools it will come about only if teachers play a major role in the change. Teachers can best assist with improving education when they directly and per-



## FLORIDA

### §231.601 (cont.)

sonally participate in identifying needed changes and in designing, developing, implementing, and evaluating solutions to meet the identified needs. Historically, the responsibility for operating programs for pre-service teacher education has been assigned to colleges and universities, and responsibility for operating programs for in-service teacher education has been assigned to district school boards.

(3) The education of teachers is inherently a career-long process. It is commonly accepted that teacher education is best carried out through the collaborative efforts of the colleges and universities, the schools, and the community. Because of their nature, the most appropriate laboratories for teacher education are the schools and the community.

(4) Effective July 1, 1973, the responsibility for operating programs for preservice and in-service teacher education is assigned jointly to the colleges and universities, to the district school boards, and to the teaching profession, with the colleges and universities having the primary responsibility for operating preservice programs, the school districts having primary responsibility for operating in-service programs, and the teaching profession having the responsibility for providing information to make each institution's program meaningful and relevant. In order to facilitate collaboration between colleges and universities and school districts, ensure appropriate involvement and participation of teachers, and establish procedures for joint utilization of resources available for pre-service and in-service teachers, the state board of education shall issue regulations providing for the establishment of teacher education centers in school districts. There shall be no limitation on the number of centers which may be established in each district. Among the purposes of the teacher education centers shall be:

- (a) To augment present college and university teacher education programs;
  - (b) To augment present school district in-service teacher education programs; and
  - (c) To provide time and opportunity for pre-service and in-service teachers to interact with faculty and staff of the colleges and universities and school districts in their common search for the most beneficial educational experiences for students.
- (5) It is the intent of the legislature that this act be liberally construed so as to effectuate its purposes as far as legally and practically possible.

### §231.602

#### Definitions

As used in this act:

- (1) "Center" means the headquarters location and the pre-service and in-service teacher training activities carried out in a school district in a teacher education center as approved by regulations of the state board of education.
- (2) "Teacher education" means all experiences or activities carried out to assist individuals in attending and maintaining skills, knowledge, and attitudes which enable them to perform in the professional role of teachers.
- (3) "Commissioner" means the commissioner of education.
- (4) "Department" means the department of education.
- (5) "District" means school district.
- (6) "School board" means the governing board of each school district.
- (7) "Superintendent" means superintendent of a district school system.
- (8) "Teacher" means all professional personnel working toward an educational career or already in education, including school administrators, supervisors, counselors, librarians, and others.
- (9) "Community" means the residents, organizations, and agencies of the same geographic area served by the local school district.

## FLORIDA

§231.602

(10) "Clinical pre-service" means those aspects of teacher preparation which are more appropriately conducted in the field-based setting than in the campus setting.

§231.603

### Establishing teacher education centers

(1) To effectuate the purposes of this act, the state board of education shall adopt and plan regulations providing for the establishment of teacher education centers. Each teacher education center shall be planned, financed and staffed jointly by one (1) or more school district and by one (1) or more colleges or universities. Community colleges may participate in appropriate phases of teacher education center activities.

(2) The program of each teacher education center shall include, but not be limited to, the following:

(a) To assess in-service training need as perceived by classroom teachers, school district personnel, university personnel, and other concerned agencies.

(b) To develop programs based on those identified in-service needs.

(c) To provide human and material resources for in-service training by whichever agents are best prepared to deliver them.

(d) To assess need and provide the resources and experience for clinical pre-service teacher training thus relating theoretical and practical study.

(e) To facilitate the entry or reentry of educational personnel into the teaching profession.

(f) To facilitate training processes which are based on assessment of needs, the development of experiences to meet those needs, and evaluation of the extent to which the needs were met.

(g) To facilitate internal and external evaluation which would include, but not be limited to, data gathering, process evaluation, product evaluation, and validation of teaching competency.

(3) Programs offered through teacher education centers shall be approved by the department of education in accordance with appropriate standards and procedures for approval of pre-service and in-service programs for teacher education and to achieve the purposes of this act.

(4) A teacher education center may initiate, in keeping with the standards established by the department of education, any program determined to satisfy a need demonstrated within the school district.

§231.604

### State council

The governor shall, within thirty days following the effective date of this act, appoint a State Council for Teacher Education Centers.

(1) Membership. The council shall be composed of fourteen members as follows:

(a) Seven members shall be classroom teachers.

(b) Two members shall be college or university teacher educators.

(c) One member shall be a district school superintendent.

(d) One member shall be a district school board member.

(e) Two members shall be representatives of the state department of education.

(f) One member shall be a school principal.

(2) Terms of appointment. The terms of appointment for each council member shall be three years and until his successor is appointed and qualified, except in the case of an appointment to fill a vacancy, in which case the appointment shall be for the unexpired term. However, the initial appointments shall be as follows: Four members for one-year terms; five members for two-year terms; and five members for three-year terms. No member shall be appointed for more than two terms, and no member shall serve as chairman for more than two years.

(3) Payment of expenses. Members of the council shall be entitled to receive per diem and expenses for travel as provided in §112.061 while carrying out official business of the council.

## FLORIDA

### §231.604 (cont.)

(4) Duties and responsibilities. As soon as practicable following appointment of the council, the commissioner of education shall call an organizational meeting of the council. From among its members, the council shall elect a chairman who shall preside over meetings of the council and perform any other duties directed by the council or required by its duly adopted policies or operating procedures. The council shall also perform the following duties and responsibilities:

(a) Recommend to the department of education the most feasible locations for the teacher education centers from proposals submitted by school districts and universities as provided in §231.603(1).

(b) Recommend guidelines for expenditure of funds for teacher education centers.

(c) Evaluate the progress of teacher education centers, including specific programs as provided in §231.608.

(d) Perform such other duties as may be required to achieve the purposes of this act.

### §231.605

#### Facilities

The headquarters of each teacher education center shall be located in a suitable facility owned by the district school board. The central operation of the teacher education center shall not occupy space which is also regularly used for normal classroom instruction of students.

### §231.606

#### Administration of local teacher education centers

(1) Center council. The local school board shall appoint the members of the council at the teacher education center.

(a) Membership. The local school board, superintendent, classroom teachers, universities, community agencies, and other interested groups shall recommend the membership of a council at each center of not less than nine members, broadly representative of all groups, except that classroom teachers certificated to teach in kindergarten or grades one through twelve, who work 50% or more of their time at the school level, other than those persons in administrative or supervisory positions, shall constitute a majority.

(b) Duties and responsibilities. The center shall perform the following duties and responsibilities:

(1) Recommend policy and procedures for the teacher education center.

(2) Develop goals and objectives for the center within the policies as determined by the local school board.

(3) Recommend the employment of an appropriate teacher education center staff.

(4) Make recommendations on an appropriate budget.

(2) School districts. The school board of each district in which a teacher education center is approved by the department of education shall perform the following duties and responsibilities:

(a) Appoint the members of the teacher education center council.

(b) Adopt policy and procedures for the teachers education center.

(c) Adopt a budget for the teacher education center.

(d) Appoint the director and staff of the teacher education center.

### §231.607

#### Multidistrict center

(1) In multidistrict centers, council members shall be determined as provided in §231.606. However, a proportionate number of members shall come from each district according to the total number of teachers in each district.

(2) In determining the number of special teacher services units to be allocated for administration and staffing of a teacher education center as provided in section 12, the minimum foundation program instruction units and number of preservice participants of each participating district shall be added together. A proportionate fraction of the special teachers services units earned shall come from each district.

## FLORIDA

### §231.608

#### Evaluation

(1) Each teacher center shall submit an annual report to the state council for teacher education centers. This report shall be based on the measurable objectives of the center proposal and shall include, but not be limited to, the following:

- (a) A description and evaluation of programs conducted under the supervision of the center.
- (b) The number of participants in center program activities.
- (c) A description and evaluation of methods of center operations.
- (d) A statement of center expenditures.

(2) The state council shall review the annual reports and submit its evaluation to the state board of education, president of the senate, speaker of the house of representatives, and chairman of the senate and house committees on education.

### §231.609

#### Funding

Teacher education centers shall be funded jointly by participating school districts and colleges and universities, the department of education, federal or private grants and donations, fees, and funds from any other appropriate source. The primary funding responsibility shall be as follows:

(1) School districts. The duties and responsibilities of the school board of each district in which a teacher education center is approved by the department of education shall be:

- (a) To provide appropriate and adequate facilities for the operation of the center.
- (b) To employ a director and appropriate staff for the center.
- (c) To budget for center activities all appropriate funds for in-service teacher education programs for the district.

(2) Board of regents. The duties and responsibilities of the board of regents shall be to adopt, or cause to be adopted, policies and procedures necessary to accomplish the following:

(a) Full-time equivalency faculty and non-faculty positions equal to the student credit hours, undergraduate or graduate, earned by individuals participating in activities of teacher education centers established pursuant to this act shall be allocated to the activities of the centers where generated.

(b) All appropriate faculty professional activities and services, in addition to student contact hours teaching performed in school districts to effectuate the purposes and intent of this act, shall be recognized on the same basis as all other activities or services recognized for faculty rewards, including salary and promotions, and for allocating faculty time for research, counseling, and all other non-teaching services.

(c) The pro rate amount of nonfaculty support and other resources appropriated for the state university system is allocated for the activities of the approved teacher education centers where generated.

(3) Colleges and universities. Each college and university, public or private, participating in an approved teacher education center shall allocate for the approved college or university activities carried out in the teacher education center full-time equivalency faculty time and other appropriate resources equal to the allocation for the same type of activities carried out in on-campus programs.

(4) Department of education. The department shall not approve any teacher education center unless it is assured that essential teacher training materials, supplies, and other equipment required for the preservice and in-service teacher education programs and activities to be undertaken by the center are available, or will be available at the appropriate locations in the school district. Beginning with the fiscal year 1974-1975 the commissioner shall include in the legislative budget of the department of education a request with detailed justification, for the amount of funds necessary to allocate to each authorized teacher education center the appropriate amount for the purchase of the essential teacher training materials, supplies, and equipment for evaluation purposes to be carried out during that fiscal year. Funds appropriated to the department of education pursuant to this act shall be used by



## FLORIDA

**§231.609**  
**(cont.)**

school districts exclusively for the purchase of teacher training materials, supplies, and equipment and for evaluation purposes as required pursuant to §231.608. However, nothing in this section shall be construed to authorize or appropriate any additional funds other than the start-up funds set forth in §231.610, it being contemplated that ongoing funding shall come from funds already being expended on teacher education.

**§231.610**

**Noncredit activities**

(1) All noncredit student contract hours of instruction by faculty of the state university system in teacher education center activities conducted in school districts shall be computed for state appropriation purposes at the same rate as those for upper division credit courses. College and university faculty shall not be eligible for honoraria for consultant or any other services performed in programs or activities of approved teacher education centers.

(2) An amount shall be appropriated to the department of education for the purchase of services from independent colleges or universities and other agencies or individuals appropriate to the program of an approved teacher education center.

(3) From the amount appropriated annually by the appropriations act to the general office of the board of regents, the board shall allocate an amount in the manner indicated therein to colleges of education in the state university system for the support of noncredit activities carried out in teacher education centers approved by the department of education which meet the criteria adopted specifically for this purpose by the state board of education pursuant to section 231.601(4) and 231.603, Florida Statutes. Funds referred to in this section shall not be spent for any activities other than the direct support of noncredit activities carried out under the direction of an approved teacher education center.

**§231.611**

**Procedures in determining approval of centers.**

It is the intent of the legislature that the planning, development, and implementation of teacher education centers shall be carried out in an orderly, systematic manner. Statewide implementation should be accomplished prior to June 30, 1979. The department of education is authorized to approve up to ten (10) centers during the 1974-1975 fiscal year. The following procedure shall be used in determining which center shall be approved:

(1) The department of education shall provide each school district and each university full information about teacher education centers and a copy of all requirements for establishing and operating centers.

(2) Each district and university wishing to jointly establish a center in 1974-1975 shall submit a brief proposal to the department of education.

(3) The state council on teacher education centers shall review all proposals and recommend to the department of education the ten locations which in the opinion of the council will best meet the expectations of the teacher education center act. Consideration shall be given to geographic locations so as to have some center development in the several regions of the state.

(4) The department shall notify all school districts of the locations selected and request those selected to develop a detailed plan of operation for approval by the department of education in accordance with this act and regulations of the state board of education.

(5) The department of education is authorized to use up to \$20,000 per teacher education center from the educational research and development program to assist with startup and other developmental costs, when such development is consistent with the mission of the research and development program.

**§233.0641**

**Consumer education program**

(4) In developing the consumer education program, the department of education shall give special emphasis to:

(c) Developing programs for inservice and preservice training in consumer education.

## FLORIDA

### §236.0811

#### Inservice educational personnel training

Each school board shall develop and maintain a comprehensive inservice training program for all educational personnel. Such programs shall be funded through annual appropriations in the Florida education finance program to each school district, at the rate of five dollars (\$5.00) per full-time equivalent student in each district, or such other rate as may be established annually by the legislature. Funds appropriated to school districts pursuant to this section shall be used exclusively for inservice personnel training programs meeting criteria established by the department of education for inservice master plans. When a district has an approved teacher education center, these funds and the inservice programs shall be conducted in accordance with the provisions of the Teacher Education Center Act of 1973 (§§231.600-231.610), as amended.

### §239.371

#### Scholarships for teachers for special training in exceptional child education

(1) The department of education is authorized to make training grants to teachers who seek special training in exceptional child education to qualify said teacher to meet professional requirements and shall be responsible for the administration of said program.

(2) These grants are limited to teachers who are under contract to teach in the exceptional child program of this state, the sunland training centers, the child training centers, and at the Florida School for the Deaf and the Blind.

(3) Each grant shall cover the cost of tuition, housing, and food, to a maximum of two hundred dollars for residence enrollment in specific courses approved by the department of education for certification in exceptional child education. Said courses shall be offered on the campuses of the institutions of higher learning in this state and through the Florida institute for continuing university studies.

(4) Where courses are not available in this state in the areas requiring certification in exceptional child education, the recipient may receive said grant for attending an out-of-state institution of higher learning approved by the department of education to meet the professional requirement of the state.

(5) The department of education shall administer this program under regulations established by the department.

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### **Finance:**

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Compensation, §32-652a

### **Inservice Authority:**

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### **Inservice Categories:**

Conferences, §32-435, §32-436, §32-652

Demonstrations, §32-435, §32-436, §32-652

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Training Course, §32-652a

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### **Inservice Participants:**

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Teachers, §32-435

### **Inservice Subjects:**

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Improvement of Public School System, §32-652

Program Improvement, §32-652a

Vocational Education Program, §32-630

State Board of Education, §32-436, §32-437, §32-630, §32-652, §32-652a

State Department of Education, §32-435, §32-436

State Educational Research Service, §32-435

## GEORGIA

Code of Georgia Annotated 1969; Supplement 1975

§32-435

**Same; subject-matter of research; study of an alcoholism**

The funds allocated under the provisions of this law (§§32-434 through 32-437) shall be used for the purpose of creating and maintaining State educational research services:

(b) For the publication, procurement, and dissemination of curriculum materials, units of instruction, and suggested methods of instruction relating to the influence and effect of alcohol on human health and behavior and on social and economic conditions, for the school teachers and educational officials in the various local public school systems of the State, the State Department of Education, and the various educational institutions of the State which are engaged in the education and training of teachers; and

(c) For cooperative work, by and between the State educational research service and the public school systems of the State, the State Department of Education, and the educational institutions of the State which are engaged in the education and training of teachers, through conferences, study groups, demonstrations of methods and materials of instruction, and other means.

§32-436

**Same; employment of research specialists and clerical personnel; instructions in matters related to use of alcohol**

The State Board of Education is authorized to expend such amounts as may be necessary of the moneys allocated to it under the provisions of this law (§§32-434 through 32-437) for the employment of a specialist or specialists and/or contract for the services of specialists in research and in development and production of curriculum materials and units of instruction on the scientific facts in regard to the influence of alcohol on human health and behavior and on social and economic conditions, including methods of instruction, for the employment of secretarial and clerical assistants and other expenses, for expenses of conferences, study groups, and demonstrations, and for all other expenses necessary in carrying out the purposes of such law.

§32-437

**Same; availability of curriculum materials and suggested methods of instruction**

The State Board of Education shall make available uniformly to the public schools of the State, and the educational institutions of the State engaged in education and training of teachers, the curriculum materials, the units of instruction, and suggested methods of instruction which are developed under the provisions of this law (§§32-434 through 32-437).

§32-630

**Funds for vocational education**

The State Board of Education shall annually determine the amounts of funds needed to provide a vocational education program . . . for teacher training. . . . Such funds shall be made available for such programs of education in accordance with rules and regulations established by the State Board of Education.

§32-652

**Educational Research**

The State Board of Education is hereby authorized to engage in or to otherwise make provision for the educational research into all phases of operation of public school systems and into all methods of instruction and education of children and youth, to sponsor conferences, study groups and workshops, and to conduct research or education demonstrations, experimentation field tests and such other projects as may, in the opinion of the board, tend to support improve or strengthen the public school system of this State, the quality of education provided Georgia's children and youth in the public schools of this State and the qualifications and technical skills of professional personnel employed in the public schools of this State, and is hereby authorized to employ or contract for the services of specialists and others as may be necessary or desirable for such purposes and to cooperate with public school systems and public and private educational institutions and agencies within or without the State for such purposes. The State Board may provide for the allotment of educational funds for the purposes provided for in this section.



## GEORGIA

§32-652a

**Training of public school administrators relative to program improvement, program to improve instructional and system services**

(a) The State Board of Education shall provide an extensive and continuing training program for practicing public school administrators, including at least system superintendents, school principals and instructional supervisors, which is designed to expand their knowledge and skills necessary to plan and manage a systematic program to improve instructional and supportive services. The State Board of Education shall be authorized to reimburse such administrators for actual expenses which result directly from participating in this program, if the Board deems it to be necessary. The State Board shall be also authorized to reimburse the expense of supplying teachers employed to directly or indirectly replace such administrators, if the Board deems it to be necessary.

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**Department of Education, §76-38, §296-18, §297-13, §297-22, §297-24, §321-101**

**Director of Professional Services, §76-38**

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Director of Personnel Services, §76-38

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**Inservice Categories:**

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**Inservice Participants:**

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**Inservice Subject:**

Sight Conservation, §321-101

**Leaves of Absence (Sabbaticals), §297-13, §297-22 et seq.**

**Superintendent of Education, §297-25**

## HAWAII

*(Hawaii Revised Statutes 1968; Supplement 1974)*

**§76-38**

### **In-service training**

The director of personnel services shall initiate and provide suitable in-service training programs so that the quality of service tendered by government employees may be continually improved. The director shall be responsible for the coordination of the in-service training activities of all departments of government with related activities conducted by the University of Hawaii or the department of education.

**§296-18**

### **Teachers' conventions**

The department of education may establish and maintain one more teachers' conventions or institutes or it may authorize and permit their establishment by and among its teachers, and may direct and authorize the attendance of teachers thereat, as a part of their duties, and may permit the closing of schools at specified limited times, in order to permit their attendance at the conventions or institutes.

**§297-13**

### **Authorized leaves of absence; tenure status unaffected**

The granting of authorized leaves of absence by the department of education to regularly employed teachers shall not affect any of the tenure rights which the teacher may have acquired prior thereto under section 297-10.

**§297-22**

### **Sabbatical leaves authorized**

The department of education may grant a year's or six month's leave of absence to any teacher or educational officer who has served seven years in the public schools of the State, such teacher or educational officer to be guaranteed a return to his or an equivalent position at the expiration of the leave.

In granting sabbatical leaves, the department of education shall consider, but shall not be limited to, the following:

(1) The nature and length of professional educational course work, research, or other professional activities approved by the department;

(2) Applicant's seniority, provided that seniority shall not be the dominant factor in granting sabbatical leaves.

Such leave shall not be extended beyond one year and may not be repeated until after a period of seven additional years of service.

**§297-23**

### **Pay while on sabbatical**

Teachers or educational officers on sabbatical leave shall be paid an amount equal to one-half of the salary to which the teacher or educational officer would be entitled if regularly reappointed. The payments shall be made in regular monthly installments, the last two of which shall not be made until after the teacher or educational officer has returned to his position in the department of education. A teacher or educational officer granted such leave may engage in any form of employment provided that the conditions established in section 297-24 are fulfilled.

**§297-24**

### **Conditions of sabbatical leave of absence**

A teacher or educational officer on sabbatical leave shall devote one-half of his total leave to professional educational course work, research or other professional activities approved by the department of education. The department shall establish guidelines and criteria of professional educational course work, research, or other professional activity. Before granting a sabbatical leave to a teacher or educational officer, the department and the teacher or educational officer shall enter into a contract which shall provide for the following:

(1) That the teacher or educational officer agrees to return to serve in the department, the University of Hawaii, or any community college for a period of not less than two years within one year after termination of the teacher's or educational officer's sabbatical leave;

## HAWAII

**§297-24  
(cont.)**

(2) That upon failure of the teacher or educational officer to comply with the above clause (1), the teacher or educational officer agrees to refund to the department all moneys received while on sabbatical leave;

(3) That upon failure of the teacher or educational officer to comply with the above clause (2), the teacher or educational officer agrees to pay for all costs incurred by the department in enforcing clause (2);

(4) That upon failure to comply with the above clause (1), the teacher's or educational officer's Hawaii teaching certificate shall be canceled by the department;

(5) And any other provisions deemed necessary by the department to be included in the contract.

**§297-25**

**Leaves of teachers, coffee schedule**

The board of education and superintendent of education may arrange for the attendance at summer school of not more than twenty per cent of the teachers serving in schools which are in the coffee schedule, provided that each such teacher can be replaced with a satisfactory substitute. The salary of the substitute teacher shall be paid out of the appropriation, salaries for substitute teachers.

**§321-101**

**Sight conservation and prevention of blindness**

(c) They (the department of health and education) shall cause to be conducted classes and lectures in sight conservation and prevention of blindness for teachers and public health nurses and others engaged in like work, and cooperate with public and private organizations and societies in an effort to educate the public in the importance of sight conservation.



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### **Inservice Participants:**

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### **Inservice Subjects:**

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State Board of Education, 17§85, 17§2851, 17§2852

State Department of Education, 17§2851

## LOUISIANA

*Louisiana Revised Statutes 1963; Supplement 1975*

**17§85 Teachers' institutes, boards' authority to conduct**

The parish school boards shall provide for and conduct such teachers' institutes as they may deem necessary, and the state board of education shall adopt annually suitable professional books for use in the institute work, shall prepare rules and regulations for the government of the institutes, and do everything possible for the benefit and improvement of teachers engaged in public school work.

**17§86 Expenses of special sessions for teachers, boards' authority to pay**

A parish school board may pay all or a part of the expenses of special sessions of school organized and maintained for the benefit of teachers, and it may pay all or a part of the salaries and expenses of persons employed in the extension service to promote agricultural and other industrial instruction for the benefit of children.

No parish school board shall use any of the parish school funds in purchasing any textbooks, material or supplies as herein authorized, but such purchase shall be made entirely from proceeds derived from the sale of such books, material, and supplies respectively, as the case may be.

**17§1171 Eligibility for sabbatical leaves**

Members of the teaching staff of public schools in all parishes and municipalities of the State of Louisiana shall be eligible for sabbatical leaves, for the purpose of professional or cultural improvement, or for the purpose of rest and recuperation, for the two semesters immediately following any twelve or more consecutive semesters of active service in the parish where the teacher is employed, or for the one semester immediately following any six or more consecutive semesters of service.

**17§1172 Applications for leave; time for filing**

Applications for sabbatical leave shall be made on a form to be provided by the superintendent of schools in the parish or city where the teacher is employed. Applications shall be sent to the superintendent by registered mail at least sixty days preceding the beginning of the semester of the school year for which leave is requested, except that, where a teacher has become sick during a semester and requests sabbatical leave for the purpose of recuperating from such sickness, it shall be sufficient if the application is mailed thirty days before the date upon which the requested leave is to commence.

**17§1173 Method of selecting and order of preference among applicants**

Whenever in accordance with the provisions of this Sub-part, some of the applications cannot be granted, from among those which would otherwise be granted, those to be granted, except as hereinafter specified, shall be determined in the following manner: preference in every case shall be given to the applicant who has rendered active service in the school system of the parish affected for the greatest number of consecutive semesters immediately preceding the period for which leave is requested, provided that where any two applicants rank equally in point of continuous service, preference in every case shall be given to the applicant who has rendered service in the school system for the greater total number of semesters; provided further, that where any two applicants rank equally both in point of continuous service and in point of total service, preference in every case shall be given to the applicant whose date of birth is earlier. Applicants whose applications are filed in the first thirty days of the semester shall be given preference over those who seek sabbatical leave under the special provision relating to sickness during a school semester. Whenever, in accordance with the method of selection outlined herein, the quota established for leave for the purpose of rest and recuperation has been filled, all remaining applications shall be rejected and shall be disregarded in any further selection of applicants for that semester. Those whose applications are rejected have the right to reapply in any future semester.

**17§1174 Notification of grant or rejection of application**

Every applicant shall be notified by the Superintendent in writing within sixty days after the final day for the filing of the application whether the application has been granted or rejected; where the application is for rest and recuperation from sickness the superintendent shall notify the applicant within

## LOUISIANA

17§1174  
(cont.)

thirty days from the date of the filing of the application whether the application has been granted or rejected. If the application has been rejected, the reasons for such rejection shall be specified.

17§1175

### **Information required in application; statement from physicians**

No person whose application for sabbatical leave has been granted shall be denied such leave. Every application shall specify:

- (1) the period for which leave is requested;
- (2) whether leave is requested for the purpose of professional or cultural improvement, or for the purpose of rest and recuperation;
- (3) the precise manner, in so far as possible, in which such leave, if granted, will be spent;
- (4) the semesters spent in active service in the parish school system for which leave is requested; and
- (5) the date of birth of applicant.

The application shall contain a statement, over the signature of the applicant, that he agrees to comply with the provisions of this Sub-part.

Every applicant for sabbatical leave for the purpose of rest and recuperation shall be accompanied by statements from two physicians certifying that the health of the applicant is such that the granting of such leave would be proper and justifiable.

17§1176

### **Grounds for rejection of application**

Any applicant who, at the expiration of the semester in which he applies, is ineligible for the sabbatical leave requested or who has not complied with the provisions of R.S. 17:1172 through 17:1174, shall have his or her application rejected, but all other applicants shall have their applications granted, provided that all leaves requested in such applications could be taken without violating the following provision:

At no time during the school year shall the number of persons on sabbatical leave exceed five per centum of the total number of teachers employed in a given parish; in cases of sick leave this limit of five per centum may be exceeded.

17§1177

### **Manner in which leave may be spent**

Every person on sabbatical leave for the purpose of professional or cultural improvement shall, during each semester of leave:

- (1) pursue a program of study, earning at least ten undergraduate, or six graduate, credit hours, at an institution of higher learning accredited by the board of education of the state or territory in which such institution is located, provided that in case less than fifteen weeks is so spent the number of weeks less than fifteen not so spent shall be spent in one or the other of the two alternatives below enumerated; or
- (2) pursue a program of independent study, research, authorship or investigation which involved an approximately equivalent amount of work; or
- (3) engage in travel which is so planned as to be of definite educational value.

17§1178

### **Reports on manner of spending leave**

Every person on sabbatical leave shall transmit to the superintendent within thirty days after the beginning of each semester of leave a written report of approximately one hundred words, of the manner in which such leave will be spent, and within thirty days after the end of such leave, a written report of approximately two hundred and fifty words, of the manner in which such leave has been spent. In case such person has elected to spend any semester in accordance with R.S. 17:1177(1), the initial report shall indicate the institutions being attended and the number of credit hours being taken, and the final report shall be accompanied by official evidence that the number of credit hours required has been taken at the institution specified.

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### **17§1179 Termination of leave**

Any person who fails to comply with the provisions of R.S. 17:1177 and 17:1178 may have his leave terminated by the superintendent at any time, except where non-compliance is due to conditions which would have constituted sufficient grounds for failing to perform his duties had he been in active service.

### **17§1180 Sabbatical leave not to preclude salary increase**

No person on sabbatical leave shall be denied the regular increment of increase in salary because of absence on sabbatical leave.

### **17§1181 Service on sabbatical leave as active service for retirement purposes**

Service on sabbatical leave shall count as active service for the purpose of retirement and contributions to the retirement fund shall be continued.

### **17§1182 Return to same position**

Every person on sabbatical leave shall be returned at the beginning of the semester immediately following such leave to the same position at the same school from which such leave was taken, unless otherwise agreed to by him.

### **17§1183 Rights of person on leave**

Every person on sabbatical leave shall enjoy all the rights and privileges pertaining to his position and employment which he would have enjoyed had he not taken his leave but remained in active service in the schools in which he is employed.

### **17§1184 Compensation while on leave**

Each person granted sabbatical leave shall receive and be paid compensation at the rate of fifty percent of the minimum salary allowed a beginning teacher holding a bachelor's degree in that parish or city school system; provided, however, that any person granted sabbatical leave shall have the option of electing to be paid the difference between the salary he would have received during such leave if in active service in the position from which such leave is taken and the compensation which a day-by-day substitute would receive if assigned to that position on a day-by-day basis.

The daily rate paid by the board for initial or minimum periods of substitution shall be the base upon which the options provided for in this section may be elected and shall be computed and paid, and the salary of the person substituting for the person granted leave shall not be considered in computing the option.

Any school board may pay such additional compensation to teachers on sabbatical as it may establish and fix.

### **17§1185 Payment of compensation to persons on leave**

Compensation payable to persons on sabbatical leave shall be paid at the times at which salaries of the other members of the teaching staff are paid, and in the same manner.

### **17§1186 Leave without pay; preservation of tenure rights**

Parish and city school boards throughout the state may grant leaves of absence, without pay, for periods not exceeding one (1) year, to any regularly employed teacher or other employee, who requests such leave in writing, whenever in the discretion of the board such leave is in the best interests of the public school system. The granting of such leaves shall not affect any tenure rights which the applicant may have acquired prior thereto.

### **17§2851 Purpose; duration; scope and methods**

The State Department of Education, in accordance with such rules and regulations therefor as shall be established by the State Board of Education which shall not be inconsistent with the provisions of R.S. 17:2851 and 17:2852, shall provide for and shall administer, supervise and conduct, seminars annually in each parish and city school system at a time during each school year at the discretion of



## LOUISIANA

17§2851  
(cont.)

the State Department of Education and in cooperation with the parish and city school systems, which shall have for their purpose instruction and dissemination of information designed to give high school students and teachers who attend such seminars a clear understanding of the fundamental principles of the American form of government, the evils of socialism and the basic philosophy of communism and the strategy and tactics used by Communists in their efforts to achieve their ultimate goal of world domination. Provided the State Department of Education in cooperation with the parish and city school systems may hold separate seminars at a time and place to be determined by the Department for training teachers in such field.

The seminars herein provided for shall be held for a minimum of two days. The State Department shall determine the scope of and the methods to be used at said seminars, and shall make such preparations as are necessary to provide instructors, lecturers, and personnel for said seminars.

17§2852

### **Persons attending**

The seminars herein provided for shall be attended by certain teachers and eleventh and twelfth grade high school students selected from the high schools of the state in accordance with such rules and regulations as to eligibility as shall be established by the State Board of Education. The appropriation made in Act. No. 73 of 1961 shall be used for the purposes of these seminars.

17§2853

### **Appropriation**

In order to provide funds for the expenses of the seminars here for provided for and for the expenses of room and board of students attending said seminars, there is hereby appropriated, allocated, and dedicated to the state public school fund out of the general fund of the state annually the sum of \$30,000.00, or so much thereof as may be necessary for said purposes.

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State Board of Education, §33-513

State Superintendent of Public Instruction, §33-513

State Teacher Association, §33-513

## IDAHO

*General Laws of Idaho Annotated 1963; Supplement 1975*

**§33-513 Professional personnel**

The board of trustees of each school district including any specially chartered district, shall have the following powers and duties:

The board of trustees shall withhold the salary of any teacher who does not hold a teaching certificate valid in this state. It shall not contract to require any teacher to make up time in attending any meeting called by the state board of education or by the state superintendent of public instruction; nor while attending regularly scheduled official meetings of the state teachers association; nor while school is closed as provided in section 33-1001, Idaho Code, as now appearing or as it may be amended.

**§33-1216 Sick and other leave**

Each local board of trustees may establish a policy governing leave for certificated employees in the case of illness or death of members of the families of such employees, for professional conferences and workshops, and for such other purposes as the board may determine. The local board of trustees shall not provide compensation for unused sick leave.

**§33-1220 In-service training-Halting service increments**

The board of trustees of any school district may establish for the district, uniform requirements for in-service training of certificated personnel; and the board may upon notice halt teaching service increments otherwise due any such employee upon neglect or failure to fulfill such requirement until such requirement shall have been met.

## ILLINOIS — INDEX

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## ILLINOIS

*Illinois Annotated Statutes 1969; Supplement 1975-1976*

**122§2-3 Powers and duties**

The Superintendent of Public Instruction shall have the powers and duties enumerated in the subsequent sections of this article.

**122§2-3.16 Teachers' institutes**

To authorize the county superintendent of schools to procure such assistance as may be necessary to conduct teachers' institutes.

**122§2-3.39 Department of Transitional Bilingual Education**

The Department of Transitional Bilingual Education has the power and duty to:

(6) Make recommendations in the areas of preservice and in-service training for transitional bilingual education teachers, curriculum, development, testing mechanisms, and the development of materials for transitional bilingual education programs.

**122§2-3.4 Counsel with teachers**

To counsel with teachers as to the best manner of conducting public schools.

**122§2-3.11 Report to governor**

To report to the Governor on or before December 1 next preceding each regular session of the General Assembly, the condition of the schools of the state for the preceding year, ending on June 30. Such annual report shall contain reports of the following . . . county institute funds.

**122§3-11 Institutes or inservice workshops**

In counties of less than 1,000,000 inhabitants, the superintendent of an educational service region may arrange for or conduct district, regional, or county institutes, or equivalent professional education experiences, not more than 4 days annually of which 2 days may be used as a teachers workshop when approved by the superintendent of an educational service region. "Institute" or "Professional educational experience" means any educational gathering, demonstration of methods of instruction, or visitation of schools held or approved by the superintendent of an educational service region and declared by him to be an institute day. With the concurrence of the Superintendent of Public Instruction, he may employ such assistance as is necessary to conduct the institute. Two or more adjoining counties may jointly hold an institute. Institute instruction shall be free to holders of certificates good in the county or counties holding the institute, and to those who have paid an examination fee and failed to receive a certificate.

In counties of 1,000,000 or more inhabitants, the superintendent of an educational service region may arrange for or conduct district, regional, or county inservice training workshops, or equivalent professional educational experiences, not more than 4 days annually. "Inservice Training Workshops" or "Professional educational experiences" means any educational gathering, demonstration of methods of instruction, or visitation of schools held or approved by the county superintendent of an educational service region and declared by him to be an inservice training workshop. With the concurrence of the Superintendent of Public Instruction, he may employ such assistance as is necessary to conduct the inservice training workshop. With the approval of the superintendent of an educational service region, 2 or more adjoining districts may jointly hold an inservice training workshop. In addition, with the approval of the superintendent of an educational service region, one district may conduct its own inservice training workshop with subject matter consultants requested from the county, State or any State institution of higher learning.

Such teachers institutes as referred to in this Section may be held on consecutive or separate days at the option of the superintendent of the educational service region having jurisdiction thereof.

**122§3-12 Institute fund**

All examination, registration and renewal fees shall be kept by the county superintendent, together with a record of the names of the persons paying them. Such funds shall be the institute fund and

## ILLINOIS

- 122§3-12 (cont.)** shall be used by the county superintendent to defray administrative expenses incidental to teachers' institutes, workshops or meetings of a professional nature that are designed to promote the professional growth of teachers or for the purpose of defraying the expenses of any general or special meeting of teachers or school personnel of the county, which has been approved by the county superintendent.
- 122§3-14 Duties of county superintendent**  
The county superintendent of schools shall perform the duties enumerated in sections 3-14.1 through 3-14.22.
- 122§3-14.6 Directions to teacher and school officers**  
To give teachers and school officers such directions in the science, art and methods of teaching, and in regard to courses of study, as he deems expedient.
- 122§3-14.7 Official adviser and assistant of school officers and teachers**  
To act as the official adviser and assistant of the school officers and teachers in his county. In the performance of this duty he shall carry out the advice of the Superintendent of Public Instruction.
- 122§3-14.8 Teachers' institute and other meetings**  
To conduct a teachers' institute, to aid and encourage the formation of other teachers' meeting, and to assist in their management.
- 122§3-14.9 Elevation of standard of teaching-Improvement of schools**  
To labor in every practicable way to elevate the standard of teaching and improve the condition of the common school of his county.
- 122§10-19 Length of school term**  
Each school board shall annually prepare a calendar for the school term specifying the opening and closing dates and providing a minimum term of at least 185 days to insure 176 days of actual pupil attendance, computable under Section 18-8. Any days allowed by law for teachers' institute but not used as such shall increase the minimum term by the school days not so used.
- 122§10-20 Duties of school board**  
The school board has the duties enumerated in Sections 10-20.1 through 10-20.22.
- 122§10-20.18 Closing school during institute**  
To close the school during the holding of teachers' institutes.
- 122§10-21 Additional duties of board**  
Boards of education in addition to the duties enumerated above shall have the additional duties enumerated in sections 10-21.1 through 10-21.6.
- 122§10-21.1 Employment of teachers**  
To examine teachers by examinations supplemental to any other examinations and to employ teachers and fix the amount of their salaries subject to limitations set forth in this Act. Provided, that in fixing salaries of certificated employees school boards shall make no discrimination on account of sex; provided, further, that sabbatical leaves, with full or partial salary, may be granted in accordance with the rules of the board.
- 122§10-22 Powers of board**  
The School Board shall have the powers enumerated in Sections 10-22.1 through 10-22.45.
- 122§10-22.39 In-service training programs**  
To conduct in-service training programs for teachers.

## ILLINOIS

122§23-2

### **Boards may form or join associations**

School boards are authorized to form, join and provide for the expenses of associations of Illinois school board formed for the purpose of conducting county or regional school board institutes and otherwise disseminating and interchanging information regarding school board problems, duties and responsibilities, provided such associations comply with the requirements of this Article.

122§24-3

### **Attendance at teachers' institute**

The days in any school year spent by a teacher during the term time spent in attendance upon a teachers' institute or equivalent professional educational experiences held under the direction of the county superintendent of schools shall be considered time expended in the service of the district and no deduction of wages shall be made for such attendance. The board shall make a prorata deduction from the salary of any teacher who fails or refuses to attend such institute. The boards shall close the schools for county institutes.

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**Board of Trustees, 20-6-22-1**

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**Leaves of Absence (Sabbaticals), 20-6-12-5**

**School Boards, 20-6-22-1**

**School Corporation, 20-6-12-5**



## INDIANA

*Annotated Indiana Statutes 1970; Supplement 1975*

**20-6-12-5      Leaves of absence-Sabbaticals-Disability or sickness**

Any school corporation may grant a leave of absence for a period not exceeding one (1) year to a teacher for a sabbatical or sick leave. This time shall be credited towards the teacher's tenure and retirement.

A school corporation may grant partial compensation for a leave of absence in an amount determined by the school corporation. However, should the teacher during a sabbatical serve any employer that agrees to reimburse the school corporation the amount of the teacher's regular salary, the school corporation may grant full compensation.

A contract is required for a leave granted under this section.

(a) A school corporation may grant a sabbatical to a teacher, upon written request, for improvement of professional skills through advanced study, work experience, teacher exchange programs, or approved educational travel. A teacher after taking a sabbatical shall return for a period of time equal to the length of time of the sabbatical leave granted.

**20-6-22-1      Teachers' institutes or association meetings-attendance-adjourning schools-pay of teachers**

The school board of any city, and the township, may adjourn the schools of such city, town or township in order to allow teachers to attend sessions of schools or institutes or agricultural instruction held in the county, and the meetings of any teacher's associations, and to visit model schools under the direction of trustees or boards of trustees and shall pay such teachers a wage for the time spent equal to the per diem of such teacher: Provided, That not more than three (3) days shall be allowed in any one (1) year.

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**Area Education Agency Administrator, §272.1, §272.4, §272.7, §272.8**

**Attendance, §272.4**

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**Inservice Subjects:**

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**Local School Board, §272.3, §272.4**

**State Board of Education, §258.4**

**Superintendent of Public Instruction, §272.1, §272.2, §272.8**

**§258.4 Duties of board**

The board shall:

6. Co-operate in the maintenance of teacher training schools, departments, and classes, supported and controlled by the public, for the training of teachers and supervisors of such subjects.

**§272.1 Improvement of instruction**

The area education agency administrator shall arrange for such professional teachers meetings, demonstration teaching or other field work for the improvement of instruction as may best fit the needs of the public schools in his area education agency and as directed by the superintendent of public instruction.

**§272.2 Plans approved by state superintendent**

All arrangements concerning plans for said improvement of instruction shall be subject to the final approval by the superintendent of public instruction.

**§272.3 Adjournment of schools**

The school board of every school district shall allow its teachers to attend said meetings or to participate in such work for not more than one day in each school year without loss of salary.

**§272.4 Certificate of attendance**

The area education agency administrator shall notify the secretaries of the school boards as to the co-operation and attendance of its teachers in said meetings and any teacher failing to attend when requested by the area education agency administrator to do so, shall forfeit his average daily salary for that day of nonattendance, except when excused by the area education agency administrator for physical disability to perform his duties in the schoolroom.

**§272.5 Funds**

The fund for carrying on the purpose of this chapter shall consist of:

1. Fifty dollars annually, which is hereby appropriated.
2. One-half of all examination fees collected in the county.
3. One hundred fifty dollars from the general county fund in any county having a population of thirty thousand or less, which amount shall be appropriated by the board of supervisors of such county at the January session of each year. Two hundred dollars from the general county fund in any county having a population over thirty thousand, to be appropriated by the board of supervisors in the like manner.
4. Such reasonable sum as may be appropriated by the board from the general fund of any city independent district.

**§272.6 Use of fund**

No part of this improvement of instruction fund may be used for any other purpose than to pay the expenses of the plans formed and approved for this work.

**§272.7 Disbursement requirements**

All disbursements from the fund provided by this chapter shall be by warrants drawn by the county auditor of each county in the area education agency upon the written order of the area education agency administrator, and said written order must be accompanied by an itemized bill for services rendered or expenses incurred in connection therewith, which bill must be signed and sworn to by the party in whose favor the order is made and must be verified by the area education agency administrator. All said orders and bills shall be kept on file in the auditor's office until the final settlement of the area education agency administrator with each board of supervisors in the area education agency at the close of his term of office. No warrant shall be drawn by the auditor in excess of the amount then in the county treasury.

§272.8

**Itemized account of funds**

The area education agency supervisor shall furnish to the county board of supervisors of each county in the area education agency a certified itemized account of all receipts and disbursements for the improvement of instruction. They shall examine and audit the account and publish a summary thereof with the proceedings of the regular June meeting of the board. The area education agency administrator shall also make such reports to the superintendent of public instruction as required of him.

§280A.36

**Faculty development**

The administration of the college shall encourage the continued development of faculty potential by: (1) regularly stimulating department chairmen or heads to meet their responsibilities in this regard; (2) lightening the teaching loads of first-year instructors whose course preparation and in-service training demand it; (3) stimulating curriculum evaluation; and (4) encouraging the development of an atmosphere in which the faculty brings a wide range of ideas and experiences to the students, each other, and the community.



**KANSAS**

*Kansas Statutes Annotated 1972; Supplement 1975*

**NO STATUTORY PROVISIONS**

## KENTUCKY — INDEX

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**State Board of Education, 13§156.095, 13§156.610, 13§156.620, 13§156.630**

**State Department of Education, 13§156.095, 13§156.620**

**Superintendent of Public Instruction, 13§156.095, 13§156.180, 13§156.190, 13§156.610**

**13§156.095 Program of in-service teacher training**

The state department of education is hereby authorized to establish, direct and maintain a statewide program of in-service teacher training. Said program shall be organized and operated for the purpose of improving instruction in the public common schools and for the improvement of leadership qualities, and professional competence of principals, supervisors and teachers and for such other services in the improvement of instruction in the public common schools as may be approved from time to time by the state board of education on the recommendation of the superintendent of public instruction.

**13§156.180 Superintendent may attend educational conferences**

The superintendent of public instruction may attend educational associations, conventions and conferences within or without the state for the purpose of keeping informed upon and familiar with progressive educational policies and practices. When thus engaged his travel expenses shall be paid, but his total expenses for that purpose shall not exceed fifteen hundred dollars (\$1500) in any one (1) year.

**13§156.190 Superintendent may call school conferences**

The superintendent of public instruction may call and conduct conferences of boards of education, superintendents, supervisors, principals, teachers, attendance officers and other regular school employes, on matters relating to the condition, need and improvement of the schools. Personal travel expenses incurred by those attending conferences called by the superintendent of public instruction shall be a legitimate public expense and may be paid by boards of education.

**13§156.610 Teacher education scholarship fund-Board, membership, term, expenses**

There is hereby established a teacher education scholarship fund. Upon the recommendation of the superintendent of public instruction the state board of education shall appoint a teacher education scholarship board, to consist of five (5) persons who are professionally engaged in teacher education. Members shall be appointed as soon as practicable after June 14, 1962, and shall serve until July 1, 1964. The scholarship board shall elect its own chairman and shall meet at such times and places as it deems proper. Members shall serve without pay, but may be reimbursed for actual and necessary expenses incurred in the performance of their duties.

**13§156.620 Applications for scholarships-Standards-Examination**

The teacher education scholarship board shall receive and consider applications for scholarships from public school teachers who are teaching science, mathematics or a foreign language, or who are school librarians, and who do not have a minor in the subject they are teaching. A minor shall consist of eighteen (18) semester hours of work planned by the college and approved by the state department of education, unless otherwise specified by regulations of the state board of education. Each applicant shall furnish a statement from the superintendent of the district in which he is teaching that the superintendent plans to assign the applicant to teach the same subject the next school year. The scholarship board shall make a careful and full investigation of the ability, character and qualifications of each applicant. It may personally examine each applicant and shall require each applicant to take a written examination to be administered by the scholarship board.

**13§156.630 Conditions for awarding scholarships-Requirements-Priority**

(1) The teacher education scholarship board shall award scholarships not to exceed two hundred thousand dollars (\$200,000) for the 1962-1964 biennium to applicants whom the board deems qualified. Scholarships shall be awarded solely for summer work at any accredited college or institution of the applicant's choice within the commonwealth. Each scholarship shall consist of two hundred dollars (\$200), payable at the end of the summer term. The scholarship shall be paid only if the applicant successfully completes at least six (6) semester hours of academic courses in the subject for which the scholarship was granted. Each person to whom a scholarship is granted shall take at least six (6) semester hours of courses approved by the college in the subject for which the scholarship was granted.

## KENTUCKY

**13§156.630**  
**(cont.)**

and may take three (3) additional semester hours in that subject or another subject which he is teaching and in which he does not have a minor.

(2) In awarding scholarships for the second year, the board shall give priority to persons who were not awarded a scholarship the first year, provided, however, that an applicant may be awarded a scholarship the second year if he successfully completed six (6) semester hours the first year and is otherwise qualified under the terms of KRS 156.610 to 156.650.

**13§156.640**

### **Conditions of eligibility**

(1) To be eligible for a scholarship, an applicant shall contract in writing with the state board of education that he will accept employment during the next school year with the district board of education by which he is employed at the time of application. If the recipient of a scholarship fails to fulfill his obligations under the contract, the entire amount of scholarships benefits received shall become due and payable.

(2) Upon recommendation of the state board of education, the attorney general shall institute proceedings for the purpose of recovering any amount due the commonwealth.

**13§156.650**

### **When effective**

KRS 156.610 to 156.650 shall become effective at any time to the extent the funds become available from any unexpected portions of the foundation program fund.

**13§158.070**

### **School term-Holidays and days closed**

(2) The board of education of any school district may use no more than four (4) days of the minimum school term for holidays, three (3) days for in-service training and professional work, three (3) days for attendance at state and district meetings of professional work, three (3) days for attendance at state and district meetings of professional education associations. . . .

**13§165.270**

### **City of first class may provide for training teachers**

In an independent school district embracing a city of the first class the board of education may make provision for training of teachers of the district.



## MAINE — INDEX

**Administrative Units, 20§3134, 20§3161**

**Commissioner of Education, 20§102, 20§159**

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**School Directors, 20§473**

**Superintending School Committees, 20§473**

## MAINE

*Maine Revised Statutes Annotated 1965; Supplement 1975-1976*

**20§102**

### **Duties**

The commissioner or his duly authorized designee, except as otherwise provided, shall exercise the powers and perform the duties granted to the department in this Title. The commissioner is authorized to hire whatever personnel he deems necessary, subject to the Personnel Law, to fulfill the duties of the department. He shall also have the following duties:

(3) In-service education. To take such action as he deems necessary to encourage in-service education and staff development for teachers in cooperation with local school officials.

**20§159**

### **Instruction conference**

The commissioner shall annually hold a conference for the instruction of superintendents serving under section 151 to 158.

**20§473**

### **Duties**

Superintending school committees and school directors shall perform the following duties:

(9) Leaves of absence. For the purpose of increasing the efficiency of the public schools of the State, superintending school committees, boards of education and school directors shall have authority to grant to any teacher, principal or other person regularly employed by them a leave of absence for a period of not to exceed one year and on not more than half pay; such leave of absence to be granted only after 7 years of service and under such conditions and with such regulations as may be determined by the governing board, and for the purpose of permitting said teacher, principal or other person to pursue a further course of study to or to travel, to the end that he or she may be better fitted by education and culture for his or her position in the schools.

**20§3134**

### **In-service education**

Administrative units may raise and appropriate money for in-service education of teachers and other school personnel.

**20§3161**

### **Teachers; training; reimbursement**

Any administrative unit may, in addition to the sum raised for the support of public schools, raise and appropriate money for the education of teachers and other school personnel to meet the educational need of mentally retarded children. Such appropriation shall be expended on a matching basis with any funds made available by the department for the same purpose.

## MARYLAND — INDEX

### **Inservice Authority:**

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- State Board of Education, 77§7
- State Superintendent of Schools, 77§25

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- Consultation, 77§7
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- Improvement of Schools, 77§25, 77§64
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### **Teachers' Association, 77§115**

**77§7 Seeking public interest in development of schools**

The State Board of Education shall exercise, through the State Superintendent of Schools and his professional assistants, general control and supervision over the public schools and educational interest of the State; and they shall consult with and advise, through the State Superintendent and his professional assistants, county boards of education, county superintendents and their staff, principals, teachers, and interested citizens, and shall seek in every way to direct and develop public sentiment in support of public education.

**70§15 Policies and guidelines for programs of instruction**

The State Board of Education shall prescribe, with and on the advice of the State Superintendent of Schools, basic policy and guidelines for the program of instruction for the public schools, which shall be printed in such quantities as to provide public school officials and teachers with a copy and sufficient for general distribution among the private schools and interested citizens of the State.

**77§25 Conferences, publications and examinations of reports**

(a) The State Superintendent of Schools shall execute the educational policies of the State Board of Education. He shall call and conduct conferences of county school boards and professional personnel of the county school systems on matters related to the condition, needs, and improvement of the schools. He shall prepare and publish such pamphlets as will stimulate public interest, promote the work of education, and foster in teachers professional insight and efficiency. . . .

**77§63 Professional improvement of teachers**

The county superintendent of schools shall cause to be developed a program of in-service training for all public school personnel; he shall advise teachers as to their further study and professional improvement.

The county superintendent of schools may in lieu of in-service training require attendance at an institution of higher education for the purpose of future certification and professional improvement.

**77§64 Visiting schools and advising with principals, etc.**

The county superintendent of schools and his professional assistants shall visit the schools, observe the management and instruction, and give suggestions for the improvement of the same. They shall advise with principals and teachers, and shall endeavor in every way to awaken public interest and to improve educational conditions within the counties.

**77§88A Program of drug education**

The State Board of Education shall develop and implement a program of drug education in the public schools. The program shall be instituted prior to the sixth grade in all public schools as soon as practicable by instructors who have been trained in the field of drug education. The State Board of Education shall establish criteria for determining how a teacher may be deemed to be "trained in the field of drug education" for purposes of this section. Such programs shall be coordinated with other State agencies responsible for drug abuse education and control.

**77§115 Teachers' associations**

Teachers' professional organizations are recommended as important means of elevating the standard of public education by mutual conference, interchange of views, and suggestions as to systems of teaching and discipline.



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**Local Superintendent of Schools, 71§73**

**School Committee, 71§38I, 71§41A, 71§73, 74§18**

**State Board of Education, 74§18, 74§22**

69§1

**Commissioner of education; powers and duties**

The commissioner of education shall have supervision of all education work supported in whole or in part by the commonwealth. He shall give sufficient notice of and attend such meetings, conferences and conventions of teachers of public schools as may be held under his direction, and meeting of members of school committees and of friends of education generally, and shall collect information relative to the condition of the public schools, the performance of their duties by school committees, and the condition of the towns in regard to teachers, pupils, books, apparatus and methods of education.

71§381

**Reimbursement of teachers for tuitions and fees**

The school committee of any city or town may, under regulations prescribed by the school committee, reimburse teachers for tuition and fees incurred by such teachers for upgrading skills and improving proficiency.

71§41A

**Leaves of absence of teachers for study, research or service to educational organizations; compensation**

A school committee may grant a leave of absence for study or research to any teacher, principal, supervisor, director, school librarian, superintendent or assistant superintendent, serving at discretion which would increase his professional ability, such leave to be for a period of not exceeding one year at full or partial pay; provided, that prior to the granting of such leave he shall enter into a written agreement with the school committee that upon termination of such leave he will return to service in the public schools of such city or town for a period equal to twice the length of such leave and that, in default of completing such service, he will refund to the city or town an amount equal to such proportion of salary received by him while on leave as the amount of service not actually rendered as agreed bears to the whole amount of service to be rendered. A school committee may also grant a leave of absence to any teacher, principal, supervisor or superintendent serving at discretion for service to a professional educational organization of which such teacher, principal, supervisor or superintendent is a member and has been elected to hold the office of president therein, such leave to be for a period not exceeding one year at full or partial pay; provided that such professional educational organization shall reimburse the school committee for any salary paid to said teacher, principal, supervisor or superintendent during such period. A school committee may pay compensation to any employee granted a leave of absence under this section from any grants or gifts received for the purpose of this section pursuant to section thirty-seven A, as well as from funds appropriated therefor.

71§73

**Closing of school for teachers' meetings**

The superintendent of schools may, unless the committee votes otherwise, direct the closing of schools under his supervision in order that teachers may attend a meeting of a county association of teachers or an institute, conference, or convention held under the direction of the department.

74§18

**Training of vocational school teachers**

With the approval of the commissioner under the direction of the state board, towns or districts through school committees or trustees for vocational education, may establish classes for training teachers for continuation schools, or vocational schools established under section one to twenty-two, inclusive, which class shall be subject to said sections, so far as consistent herewith. The commissioner under the direction of the state board may establish and maintain classes for training such teachers.

74§22

**Use of federal funds**

The state board may use the funds received under the act of Congress mentioned in section twenty as supplementary to state aid for salaries of teachers of vocational subjects in schools complying therewith. It may also use such funds (1), for salaries of teachers giving types of training selected by it as especially needing stimulus; or (2), for courses for the preparation of teachers of vocations selected by it; or (3), to arrange with schools and colleges to give the proper type of training to teachers of vocations under its supervision; or (4), to enable local school authorities to conduct, under its supervision, classes for the training of vocational teachers; or (5), for travel as provided for under said act of Congress. Such payments shall be subject to conditions prescribed by said board.

## MICHIGAN — INDEX

**Board of Control of Institution,** §15.826, §15.1120(9), §15.1120(10)

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### **Inservice Authority:**

Institution (Training Teachers), §15.825, §15.826, §15.1120(10)

Local Board of Education, §15.3289(6), §15.3938

State Department of Education, §15.1919(549), §15.2085(13)

Superintendent of Public Instruction, §15.3252(1)

### **Inservice Categories:**

Conferences, §15.1919(601), §15.3575

Demonstration Projects, §15.2085(13), §15.2085(14)

Experimental Projects, §15.1919(549)

Institutes, §15.3252(1), §15.3931 et seq.

Observation and Practice, §15.1120(9)

Professional Development, §15.2089(5), §15.3298(6)

Training, §15.825, §15.826, §15.2085(13)

### **Inservice Participants:**

Staff, §15.2085(13)

Teachers, §15.1120(9), §15.1120(10), §15.1919(549), §15.2089(5), §15.3252(1), §15.3931 et seq.

Vocational Teachers, §15.825, §15.826, §15.829

### **Inservice Subjects:**

Basic Skills, §15.2085(13)

Professional Personnel Development, §15.2089(5)

Science and Art of Teaching, §15.1120(10)

Vocational Education, §15.825, §15.826, §15.829, §15.2085(14)

**Leaves of Absence (Sabbatical),** §15.893(61), §15.3298(6), §15.3572

**Local Board of Education,** §15.1120(9), §15.3298(6), §15.3572, §15.3931, §15.3932, §15.3933, §15.3935, §15.3937, §15.3938

**Local Superintendent,** §15.3931, §15.3932, §15.3933, §15.3937, §15.3938

**Reports,** §15.826

**State Board of Control for Vocational Education,** §15.826, §15.829

**State Board of Education,** §15.826, §15.893(61), §15.1120(9), §15.2089(5), §15.3575

**State Department of Education,** §15.1919(549), §15.2085(13)

**State Superintendent of Public Instruction,** §15.826, §15.3252(1), §15.3933, §15.3933

**§15.825 Building and equipment, reimbursement by state, limit; training of vocational teachers; state appropriations**

The institutions authorized to give training for vocational teachers shall provide suitable rooms and equipment, and appropriate sufficient funds to pay instructors and supervisors during the year, and at the end of the year such instruction shall be reimbursed from federal and state funds, equally. There is hereby authorized to be appropriated and paid from the state treasury to the several schools giving vocational instruction under the provisions of this act, and for their supervision, a sum of money equal to one-half (1/2) the federal allotment; and there is hereby further authorized to be appropriated and paid from the state treasury to the several institutions engaged in the training of teachers of vocational subjects a sum equal to the allotment of federal moneys as provided in said act.

**§15.826 Board of control; rules and regulation; disbursements; annual report**

The state board of control for vocational education shall formulate such rules and regulations as may be necessary for the development and operation of such vocational schools, and for the training of teachers as are provided for in said act, subject to the approval of the federal board of control. All disbursements of state and federal money under the provisions of this act shall be made annually on or before the tenth (10) day of July in each year. The board of education or board of control of any school where vocational instruction is given under the provisions of this act; also boards of control of institutions giving vocational teacher training, as herein provided, shall make an annual report to the state superintendent of public instruction at such time and in such form as he may require.

**§15.829 Same; annual examination of school records**

At the close of each fiscal year the state board of control for vocational education shall examine the records and reports from . . . institutions engaged in the training of vocational teachers; and shall apportion funds from the federal government and from the state treasury in accordance with plans approved by the federal board of control, and in accordance with the provisions of this act, and of the said federal act.

**§15.893(61) Creditable service; sabbatical leave, other public education service, certain leave of absence, deposits to be made during; death or disability while on leave, commission not liable for certain benefits**

(b) The retirement commission shall grant service credit for the time a member is on sabbatical leave authorized by the board of education. For the period of his sabbatical leave he shall make deposits into the annuity savings fund, as provided in section 40 of this chapter: Provided, That for the purpose of making such deposits, his rate of compensation at the time he began his said sabbatical leave shall be used.

(e) In the event of death or disability while on sabbatical leave, exchange teaching or a leave for professional service, as provided in (b), (c), and (d) above, the retirement commission shall not be liable for duty death or duty disability benefits as provided in sections 26, 27, 28, and 32 of this chapter, as amended.

**§15.1120(9) Schools of observation and practice for teacher training; cooperation with school districts; contracts**

A board of control shall maintain in connection with the training of teachers fully equipped training schools as schools of observation and practice. A board may contract with the board of education of any school district near its institution to use the schools and school property of the school district as schools of observation and practice, and may furnish equipment, teachers, administrators, employees and facilities deemed necessary to provide the observation and practice. The board of education of these school districts may enter into such contracts and confer upon the boards of control their duties as are prescribed by law and deemed necessary by the school boards and board of control to carry out the provisions herein. Any contract heretofore entered into between the state board of education and the board of education of a school district for the purpose of providing observation and



**§15.1120(9)** practice is continued as a binding contract between the board of control of the institution covered by such contract and the board of education of the school district.  
(cont.)

**§15.1120(10) Training of teachers; courses of study**

Each institution shall instruct persons in the science and art of teaching in the public schools of the various school districts of the state. Each board of control shall prescribe appropriate courses of study for the preparation and training of persons for such teaching.

**§15.1919(549) Experimental projects to improve instruction, methods, practices and techniques**

From the amount appropriated in section 11, there is allocated the sum of \$250,000.00 for funding experimental projects to improve instruction methods, practices, and techniques. The project shall be conducted under the supervision of the department, which shall establish the criteria for conducting the projects and awarding the funds allocated by this section.

**§15.1919(601) Minimum required days of instruction; failure to comply, effect; certification of number of days; strikes or teachers' conferences**

. . . Days lost because of strikes or teachers' conferences shall not be counted as a day of student instruction.

**§15.2085(13) Programs; components for inclusion; guidelines and specifications; staff training cooperation with schools; demonstration projects; audit**

Based on information from the mathematics, reading and language arts assessment program, the department shall provide remedial assistance programs, as funds are made available by law to school districts to raise competencies in basic skills of students identified pursuant to subsection (4) of section 2. A funded program shall include but not be limited to the following components:

(3) The department shall provide for preservice and in-service training of staff who would be involved in the school programs.

(4) The department with the cooperation of selected schools shall establish demonstration projects in basic skills.

**§15.2085(14) Vocational education demonstration program**

A vocational education demonstration program is established in the department of education to develop, test, and evaluate the following innovative programs:

(a) A vocational education assessment and counseling system using computer and other automated techniques.

(b) A new career development program to devise curricula and materials for new careers in the labor market.

**§15.2089(5) Statewide guidelines and goals; professional personnel development plan**

(1) The state board of education shall recommend statewide guidelines and goals for a comprehensive career education program not later than 9 months after the effective date of this act.

(2) The board in consultation with the commission and teacher training institutions shall develop a plan for professional personnel development to assure successful implementation of career education in all local educational agencies. The professional personnel development plan shall provide for the systematic development of all professional personnel at both the pre-service and in-service levels and the criteria for assessing the performance of these professional personnel.

**§15.3252(1) Teachers' institutes; instructors; rules and regulations**

The superintendent of public instruction may set a time and appoint proper instructors for a state teachers' institute and for institutes in the several counties of the state, and make rules and regulations for their management as he deems necessary.

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### **§15.3298(c) Economic benefits for employees**

(1) The board of an intermediate school district in the process of establishing salaries or determining other working conditions, may provide other related benefits of an economic nature on a joint participating or nonparticipating basis with intermediate district school employees. The benefits may include but are not limited to health and accident insurance coverage, group life insurance, annuity, contracts and reimbursement for credit hours earned during employment for professional improvement.

Sabbatical leaves. (2) Any board after a teacher has been employed at least 7 consecutive years by said board and at the end of each additional period of 7 or more consecutive years of employment may grant said teacher a sabbatical leave for professional improvement for not to exceed 2 semesters at any one time: Provided, That the teacher holds a permanent or life certificate. During said sabbatical leave, the teacher shall be considered to be in the employ of the said board, shall have a contract, and may be paid compensation as provided in the rules and regulations of said board: Provided, however, That said board shall not be held liable for death or injuries sustained by any teacher while on sabbatical leave.

### **§15.3572 Sabbatical leave; teachers employed for seven consecutive years, condition, rights of teacher on leave, nonliability of board for death or injuries**

Any board after a teacher has been employed at least 7 consecutive years by said board and at the end of each additional period of 7 or more consecutive years of employment may grant said teacher a sabbatical leave for professional improvement for not to exceed 2 semesters at any one time: Provided, That the teacher holds a permanent or life certificate, or is engaged in teaching in a college maintained by the board. During said sabbatical leave, the teacher shall be considered to be in the employ of the said board, shall have a contract, and may be paid compensation as provided in the rules and regulations of said board: Provided, however, That said board shall not be held liable for death or injuries sustained by any teacher while on sabbatical leave.

Teachers on a sabbatical leave shall be allowed credit toward retirement for time spent on such leave in accordance with rules and regulations established by the boards of control of public school employees' retirement funds.

A teacher upon return from a sabbatical leave shall be restored to his or her teaching position or to a position of like nature, seniority, status and pay. Said teacher shall be entitled to participate in any other benefits that may be provided for by rules and regulations of the board made pursuant to law.

### **§15.3575 School term; determination; minimum; forfeiture of state aid; strikes and teachers' conferences**

Days lost because of strikes or teachers conferences shall not be counted as a day of student instruction. The state board of education shall establish rules for the implementation of this section.

### **§15.3931 Annual fee; collection, receipt**

The superintendent of intermediate school districts shall collect an annual fee from all teachers, superintendents and other persons engaged in teaching in the public schools. The secretary of any board that employs any teacher who has not paid the fee shall collect, at the time of making contract, an annual fee of \$1.00. All persons paying a fee as required by this section shall be given a receipt for the same, and no person shall be required to pay the fee more than once in any school year. The fees shall be collected only upon the request and direction of the board of education of the intermediate school district.

### **§15.3932 Disposition of fees; teachers' institute fund**

All fees collected by the secretary of any board shall be paid over to the superintendent of the intermediate school district in which they were collected, on or before March 15, June 15, September 15, and December 15, accompanied by a list of those persons from whom they were collected, and all such fees, together with all those collected by the superintendent, shall be paid over by him to the treasurer of the board of education of the intermediate school district in which they were collected, on or before March 31, June 30, September 30, and December 31, in each year, accompanied by a

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**§15.3932  
(cont.)**

complete list of all persons from whom the fees were collected, and a like list accompanied by a statement from the treasurer that the fees have been paid to him shall be sent by the superintendent to the superintendent of public instruction. All moneys paid over to the treasurer, as provided by this chapter, shall be set apart as a teachers' institute fund, to be used as hereinafter provided.

**§15.3933**

**Intermediate district institute; holding**

The superintendent of public instruction may appoint a time and place in each intermediate school district for holding a teachers' institute or institutes, make suitable arrangement therefor, and give due notice thereof. When requested by the board of education of the intermediate school district the superintendent may hold an institute for the benefit of 2 or more adjoining intermediate school districts and draw the institute fund from each of the districts thus benefited.

**§15.3934**

**Conduct of institute; teacher attending not to forfeit wages**

The superintendent of public instruction may appoint some suitable person to conduct the institute, who shall be subject to the directions of the superintendent. Any teacher who shall have closed his school in order to attend the institute, shall not forfeit his wages as teacher during such time as he shall have been in attendance at the institute.

**§15.3935**

**Expense of conducting institute; additional funds**

The treasurer of the intermediate school district is authorized to pay over to the superintendent or duly appointed conductor, from the teachers' institute fund, such sums as may be needed to defray the expenses for rent, for procuring consultants, for printing and other charges necessary for the conduct of the institute, not to exceed the amount in the fund. The board of education of the intermediate school district may authorize additional sums to be spent to conduct the institute.

**§15.3937**

**Accounting for funds expended**

The superintendent of public instruction, or the duly appointed conductor, drawing money from the teachers' institute fund under section 935, shall, at the close of each institute, furnish to the treasurer of the intermediate school district vouchers for all payments from the same, and he shall return to the treasurer all sums not used. The board of education of the intermediate school district shall certify this accounting to the superintendent of public instruction.

**§15.3938**

**Teachers in first or second class districts.**

The provisions of this chapter shall not apply to teachers in any district of the first class or second class: Provided, however, That the board of such district or the superintendent of public instruction may authorize the holding of teachers' institutes, the day or days of attendance thereat to be included in the computation of the compensation of attending teachers.

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**Commissioner of Education**, §121.19, §121.20, §121.331

**Department of Education**, §125.18

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Local Superintendent, §121.37

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**Inservice Categories:**

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Vocational Rehabilitation Staff, §121.331

**Inservice Subjects:**

Interest of Public Education, §121.19, §121.37

Professional Improvement, §121.20, §136.036

Vocational (General), §124.59

Vocational Rehabilitation, §121.331

**Leaves of Absence (Sabbaticals)**, §125.18

**Local Board of Education**, §121.20, §125.18

**Local School District**, §121.20, §124.59

**Local Superintendent**, §121.20, §121.37, §136.036

**State Board of Education**, §121.331, §124.59

**State College Board**, §136.036, §136.141



## MINNESOTA

*Minnesota Statutes Annotated 1960; Supplement 1975-1976*

**§121.19 Meetings with school boards, superintendents, and principals**

For the purpose of considering matters affecting the interests of public education, the commissioner, or his representative, shall, upon notice, meet with the several school board members, county and city superintendents, school principals, and teachers at such times and places in the state as he shall deem most convenient and beneficial.

**§121.20 Teachers' institutes**

Subdivision 1. The commissioner may order and conduct teachers' institutes for the professional instruction and training of teachers according to such rules and regulations as he may prescribe.

Subdivision 2. Teachers required to attend institutes shall be paid at the usual contract rate by their district for all time school is closed on account of the institute.

Subdivision 3. The commissioner may use any public school building or facilities or equipment for purposes of teachers' institutes as he may designate in his order calling the institute.

Subdivision 4. Any county board may appropriate money from county funds for the conduct of teachers' institutes to be held under the general supervision of the commissioner. The county board shall pay the expenses of the county superintendent for attendance at institutes.

**§121.37 Meetings of district officers**

The county superintendent may call meetings of the district officers and board members of his county at such times and places as may be convenient, to remain in session for one day, for consultation and advice in regard to school statistics, methods of organization of schools, and other matters relating to the educational interests of the public schools.

**§121.331 Training, vocational rehabilitation staff**

The state board of education is hereby authorized to provide the in-service training program of the vocational rehabilitation staff by paying for the direct costs with state and federal funds, the courses to be approved by the commissioner of education.

**§124.59 Federal aid**

Any district or any other governmental agency designated by the state board which maintains a vocational school, department, or class shall be entitled to federal money under such acts for the salaries and necessary travel expenses of teachers of agriculture, trade and industrial education, home economics, and distributive education by meeting the requirements fixed by the state board and approved by the United States.

**§125.18 Sabbatical leave for school teachers**

Subdivision 1. A teacher who holds a certificate from the department and a contract for employment in a public school may be granted sabbatical leave by the board employing such person under rules promulgated by such board.

Subdivision 2. Any teacher who makes application for and accepts sabbatical leave shall agree that, upon the conclusion of said sabbatical leave, he shall return to his position for a period determined by the board before the leave is granted, or repay the district the portion of salary received while on sabbatical leave.

Subdivision 3. Any teacher who has been granted a sabbatical leave shall retain all rights in the employing district as though teaching in that district.

Subdivision 4. The term sabbatical leave, as used in this section, shall mean compensated leave of absence granted for purposes of professional improvement or service.

**§136.036 In-service education**

Subdivision 1. In-service defined. As used in this section, the term "in-service education" means all

## MINNESOTA

### §136.036 (cont.)

types of education designed to improve the qualifications of teachers at the time that they are employed in teaching and during their summer vacations. The expression is used in contrast with "pre-service education" designed for the education of prospective teachers.

Subdivision 2. Provide for county superintendents and teachers. The state college board is granted authority to provide in-service education, on or off-campus, for county superintendents and teachers in rural or city schools.

Subdivision 3. Credits recognized and evaluated. Credits earned by students in such in-service education may be recognized and evaluated in terms of the curriculum in which the student is enrolled.

Subdivision 4. Tuition. The state college board may fix tuition for such instruction.

### §136.141

#### **Workshop courses**

The state college board is granted authority, in its discretion, to provide refresher and professional workshop courses for teachers in rural or city schools in areas contiguous to where such colleges are maintained for instruction of persons whom the regular instruction now afforded by the colleges is unavailable. Courses of instruction may also be given in cooperation with agencies of the federal government in the interest of national defense.

Credits earned by the students in such courses may be recognized and considered by the state college board.

Tuition shall be fixed by the state college board for such instruction, taking into account the expense to the state in the particular class of course.

## MISSISSIPPI — INDEX

**Board of Trustees,** §37-7-307, §37-23-9

**County Superintendent of Public Education,** §37-3-11, §37-53-1 et seq.

**Director of Division of Instruction,** §37-3-21, §37-13-39

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Director of Division of Instruction, §37-3-21, §37-13-39

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State Superintendent, §37-53-1

**Inservice Categories:**

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Training, §37-13-21

**Inservice Participants:**

Teachers, §37-3-11, §37-3-21, §37-13-39, §37-53-1 et seq.

**Inservice Subjects:**

Alcohol, Narcotics, and Drugs, §37-13-39

Special Education, §37-23-9

Vocational Education, §37-23-9

**Leaves of Absence,** §37-7-307

**State Department of Education,** §37-13-39, §37-23-9, §37-53-1

**State Superintendent of Public Education,** §37-3-11, §37-53-1, §37-53-5

**§37-3-11 Duties of state superintendent**

The state superintendent of public education shall have the power and it shall be his duty:

(h) To meet the county superintendents annually at such time and place as he shall appoint for the purpose of accumulating facts relative to schools, to review the education progress made in the various sections of the state, to compare views, discuss problems, hear discussions and suggestions relative to examinations and qualifications of teachers, methods of instruction, textbooks, summer schools for teachers, visitation of schools, consolidation of schools, health work in the schools, vocational education, and other matters pertaining to the public school system.

**§37-3-21 Duties of director of division of instruction.**

The director of the division of instruction shall have charge and be responsible for the supervision of:

(a) Teacher training, certification and placement . . .

**§37-3-25 Duties of director of division of vocational education training in:**

(f) Teacher training supervision.

**§37-7-307 Leaves for teachers; substitute teachers**

Such board of trustees are further authorized and empowered, in their discretion, to pay, from district funds other than minimum education program funds, the whole or any part of the salaries of teachers granted leaves for the purpose of special studies or training.

**§37-13-39 Director of division of instruction to supervise teaching of effects of alcohol, narcotics and drugs**

The director of the division of instruction of the state department of education shall supervise the teaching of the effects of alcohol, narcotics and all other habit-forming drugs in all grades of the public schools of Mississippi. All the colleges and institutions of the state may, in their discretion, cooperate with the director in carrying out said program:

The duties of such director shall be:

(a) To compile information to be used by the teachers in teaching the effects of alcohol, narcotics and all other habit-forming drugs, and to furnish said information to teachers and recommend methods of teaching.

(b) To meet in conference with groups of teachers from the different counties and teacher training centers in an effort to carry out this program.

**§37-23-9 Courses of study, methods of teaching, and qualifications of instructors**

Courses of study, teacher-pupil ratio, adequacy of methods of instruction, in-service training qualifications of teachers and technicians, and necessary equipment for special education must comply with the requirements established by the state department of education. Boards of trustees of the districts wherein a special class or classes are established are to employ teachers as provided by law for the purpose of teaching the established special classes.

**§37-53-1 When and how held**

A teachers institute or summer school shall be held each year in several counties of the state, or in such groups of counties as the state superintendent of public education, with the consent of the county superintendent of education of each county affected, may designate. All summer schools or institutes shall be under the direction of the state superintendent of public education who is hereby authorized, with the approval of the county superintendents of education respectively for whose counties said schools are held, to appoint persons of recognized ability to conduct and teach said institutes or summer schools. The state department of education shall prepare outlines for the work, prescribe regulations for the management of the institutes or summer schools, and fix the amount to be paid the conductors and instructors and for the incidental expenses thereof. The state department of education shall require such reports of the conductors as may be deemed necessary.



## MISSISSIPPI

§37-53-3

### **Payment of expenses**

To defray the cost of institutes or summer schools, the county superintendent of education shall, before entering into contracts with teachers to teach, collect a fee of fifty cents from each for each year of the period contracted for. The institute or summer school fund shall be deposited, as collected, in the county treasury on receipt warrant of the clerk of the board of supervisors, and a separate account thereof shall be kept. It shall be paid only for the purpose mentioned in this chapter, upon requisition of the county superintendent of education, on warrants issued by the clerk of the board of supervisors.

§37-53-5

### **Issuance of pay certificates when amount of institute or summer school fund is insufficient**

If the amount of the institute or summer school fund is insufficient to defray the cost of holding the institutes or summer schools, the state superintendent of public education may authorize the county superintendent of education to issue a pay certificate on the common school fund of the county to make up the deficit not to exceed one hundred and fifty dollars for one scholastic year.

§37-53-7

### **Disposition of surplus of institute or summer school fund**

In any county having a surplus of the institute or summer school fund, the county superintendent may expend annually twenty per centum of such funds in the purchase of works on teaching, which the county superintendent shall keep in his charge for the use of teachers.

**MISSOURI — INDEX**

**Board of Trustees, §169.300**

**Commissioner of Education, §161.122**

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Patrons, §161.122

Teachers, §161.122, §163.021

**Inservice Subjects:**

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**Leaves of Absence, §169.300**

**§161.122 Duties of the commissioner**

The commissioner of education shall supervise the division of public schools. Either in person or by deputy, he shall confer with and advise county and school district officers, teachers, and patrons of the public schools on all matters pertaining to the school law; visit and supervise schools, and make suggestions in regard to the subject matter and methods of instruction, the control and government of the schools, and the care and keeping of all school property; attend and assist in meetings of teachers, directors, and patrons of the public schools; and seek in every way to elevate the standards and efficiency of the instruction given in the public schools of the state.

**§163.021 State aid, eligibility requirements**

A school district shall receive state aid for its educational program only if it:

(1) Operates its schools for a minimum of one hundred eighty days, as defined in section 160.011 RSMo, for each pupil or groups of pupils. The term or terms may include legal school holidays as defined in section 171.051, RSMo, and days when the school is dismissed by order of the board to permit teachers to attend teachers' meetings. . . .

**§169.300 . . . Leaves of absence . . .**

(13) The board of trustees shall adopt rules and regulations with respect to leaves of absence . . . granted by the board of education for academic study . . . and shall allow as membership service upon retirement that part of the service which the board of trustees determines, except that for such period of membership service, the member shall make contributions as specified in subdivision (1) of subsection 1 of section 169.350 at the rate and salary which would have been in effect had he not been on leave.

**Calendar, §75-6111, §75-7405**

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**Inservice Authority:**

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**Inservice Categories:**

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**Inservice Participants:**

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Teachers, §75-6111, §75-7405, §75-7506

**Inservice Subjects:**

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**Local Superintendents, §75-5706, §75-7506**

**Superintendent of Public Instruction, §75-5706, §75-7506**

**Trustees of a School District, §75-6111**



## MONTANA

*Revised Codes of Montana 1947; Supplement 1974*

**§75-5706      Administrative powers and duties**

In administering the affairs of his office the superintendent of public instruction shall have the power and it shall be his duty to:

(9) counsel with and advise county superintendents on matters involving the welfare of the schools and, when requested, shall give a county superintendent a written answer to any question concerning school law;

(10) call an annual meeting of the county superintendents when he deems it advisable. . . .

**§75-6111      Attendance of state teachers' association annual session**

When the trustees of a school district close the schools of the district for the annual session of the state teachers' association, a teacher may (1) attend the annual session without loss of salary, or (2) work at his school and perform duties related to his position of employment as may be prescribed by the trustees, without loss of salary.

If a teacher does neither (1) nor (2) above, he shall not be paid.

**§75-7405      Pupil-instruction-related day**

A pupil-instruction-related day shall be a day of teacher activities devoted to improving the quality of instruction. Such activities may include, but are not limited to, in-service training, attending state meetings of teacher organizations, and conducting parent conferences. A maximum of seven pupil-instruction-related days may be conducted during a school year; provided that such days are approved by the superintendent of public instruction in accordance with the policy adopted by the board of education. Such days shall not be included as a part of the required minimum of one hundred eighty (180) days of pupil instruction.

**§75-7506      Instructional assistance by superintendent of public instruction**

The superintendent of public instruction shall, at the request of the district or county superintendent, assist the schools with the planning, implementation, operation, and evaluation of instruction through in-service training and individual consultation.

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**Commissioner of Education, §79-304, §79-305, §79-328**

**Inservice Authority:**

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**Inservice Subjects:**

Improvement of Instruction, §79-304, §79-312

Professional Growth, §79-1261

**Leaves of Absence, §79-1262**

**Local School Board, §79-1261, §79-1262**

**Local Superintendent, §79-319**

**State Board of Education, §79-328**

## NEBRASKA

*Revised Statutes of Nebraska 1969; Supplement 1974*

**§79-304 Teachers' institutes and conferences; organization; supervision**

The Commissioner of Education shall organize institutes and conferences at such times and places as he shall deem practicable. He shall, as far as practicable, attend such institutes and conferences, provide proper instructors for the same, and in other ways seek to improve the efficiency of teachers and advance the causes of education in the state.

**§79-305 Public schools; duty to visit and supervise**

The Commissioner of Education shall visit or cause to be visited such schools as he may have it in his power to do, and witness and advise with teachers and school officers upon the manner in which they are conducted.

**§79-312 County superintendent; general duties**

The county superintendent shall: (1) Visit each of the schools of his county at least once in each year to examine carefully into the discipline, modes of instruction, progress and proficiency of the pupils, and make a record of his findings; (2) counsel with teachers and district boards as to the course of study to be pursued, and methods for the improvement of instruction and discipline of the school; . . . (4) promote by public lectures and teachers' institutes, and by such other means as he may devise, the improvement of the schools in his county, and the elevation of the character and qualifications of the teachers thereof; . . . (10) attend all meetings required by the department. . . .

**§79-328 State Board of Education; powers; duties**

The State Board of Education shall have the power and it shall be its duty:

(5) To provide, through the commissioner and his professional staff, enlightened professional leadership, guidance, and supervision of the state school system and, in order that the commissioner and his staff may carry out their duties, the board shall, through the commissioner, (a) provide supervisory and consultative services to the schools of the state, (b) issue materials helpful in the development, maintenance, and improvement of educational facilities and programs. . . .

(7) To cause to be prepared and distributed reports designed to acquaint school district officers, teachers, and patrons of the schools with the conditions of the schools;

(8) To provide for consultation with professional educators and lay leaders for the purpose of securing advice deemed necessary in the formation of policies and in the effectual discharge of its duties. . . .

**§79-1261 Permanent teachers; evidence of professional growth**

Every six years permanent teachers in a fourth or fifth class school district shall give such evidence of professional growth as is approved by the school board in order to remain eligible to the benefits of sections 79-1225 to 79-1262. Educational travel, professional publications, work on educational committees, six semester hours of college work, or such other activities approved by the school board, may be accepted as evidence of professional growth.

**§79-1262 Permanent teacher; leave of absence; when granted; when imposed; procedure**

Any school board in a fourth or fifth class school district, upon written request, may grant a leave of absence to a permanent teacher for study, military service, professional improvement, or because of physical disability or sickness, subject to such rules and regulations governing leaves of absence as may be adopted by the board. A school board may require a permanent teacher, because of physical disability or sickness, to take a leave of absence for a period not exceeding one year. In any such case, the procedure to be followed and the rights of the teacher shall be the same as heretofore prescribed for cancellation of an indefinite contract.

## NEVADA — INDEX

**Administrators,** §210.075, §210.490, §385.190, §391.290

**Attendance,** §385.265, §391.290

**Board of Trustees,** §391.180, §391.280, §391.290, §392.370

**Calendar,** §385.190

**Finance:**

Compensation, §391.180

Expenses, §385.180, §385.190, §391.290

**Inservice Authority:**

Institutes of Higher Education, §210.075, §210.490

Superintendent of Public Instruction, §210.075, §210.490, §385.180, §385.190

**Inservice Categories:**

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**Inservice Subject:**

Delinquency and Crime Prevention, §210.075, §210.490

**Leaves of Absence,** §391.180

**Local Superintendent,** §391.280

**State Board of Education,** §392.370

**State Department of Education,** §385.180, §391.290

**Superintendent of Public Instruction,** §210.075, §210.490, §385.180, §385.190

**§210.075 Superintendent's power to contract with universities, organizations for research, personnel training**

The superintendent may, with the approval of the administrator, enter into contracts with colleges, universities and other organizations for the purposes of research in the field of delinquency and crime prevention, for training special workers, including teachers, probation and parole officers, social workers and others whether volunteers or not, or whether they are on a part-time or full-time basis, engaged in the fields of education, recreation, mental hygiene and the treatment and prevention of delinquency.

**§210.490 Superintendent's power to contract with universities, organizations for research, personnel training**

The superintendent may, with the approval of the administrator, enter into contracts with colleges, universities and other organizations for the purposes of research in the field of delinquency and crime prevention, for training special workers, including teachers, probation and parole officers, social workers and others, whether volunteers or not, or whether they are on a part-time or full-time basis, engaged in fields of education, recreation, mental hygiene and the treatment and prevention of delinquency.

**§385.180 Visitation of Schools, consultations with educators: Traveling expenses**

1. The superintendent of public instruction or a staff member of the state department of education designated by him for each county shall:

(a) Visit each county in the state at least once each school year, and shall conduct institutes, visit schools, consult with school officers, or address public assemblies on subjects pertaining to the schools.

(b) Consult and study with school officers and educators of this and other states on topics of school administration, school methods and school law.

2. The necessary traveling expenses incurred by the superintendent of public instruction or his designated staff members in the performance of such duties, including the cost of transportation and board and lodging while absent from his place of residence, shall be allowed, audited and paid at the rate authorized by law. Funds to carry out the provisions of this section shall be provided by direct legislative appropriation from the general fund, and shall be paid out on claims as other claims against the state are paid.

**§385.190 Conferences of teachers, school administrators**

1. The superintendent of public instruction or a staff member designated by him shall:

(a) Convene teachers' conferences in the various sections of the state in such places and at such times as he may deem advisable.

(b) Engage such conference lecturers and leaders as he shall deem advisable.

(c) Preside over and regulate the programs of all teachers' conferences. No conference shall continue more than 5 days. The expenses of holding such conferences shall be paid from the state distributive school fund, but the amount for teachers' conferences shall not exceed \$8,400 in any one biennium. The state controller is authorized and directed to draw his warrants for such expenses upon the order of the superintendent of public instruction.

2. The superintendent of public instruction or his designated staff member shall convene, in such places and at such times as he may designate, conferences of school administrators.

3. This section does not prohibit altering the character of any conference in line with advanced educational procedure.

**§385.265 Suspension of teachers' certificates**

The superintendent of public instruction shall have power:



NEVADA

§385.265  
(cont.)

1. To suspend, for a time not to exceed 1 year, the certificate of any teacher who fails to attend any district conference, unless the teacher is excused from attending by the superintendent of public instruction.

§391.180

**Payment of salaries of teachers, other employees; absences with compensation**

(5) Board of trustees shall prescribe such rules and regulations for sick leave, sabbatical leave, personal leave, professional leave, military leave and such other leave as they determine to be necessary or desirable for employees.

§391.280

**Attendance of teachers at conferences**

All teachers, without loss of salary for the time employed, shall be required to attend the teachers' conferences held in the school districts in which they may be teaching, unless they shall be excused for good cause by the superintendent of schools in the school district in which they are employed.

§391.290

**Payment of travel, living expenses of school administrators and teachers for attending educational conferences**

1. Whenever an educational conference is called by the state department of education for a school district or for the state, the board of trustees of a school district whose school administrators and teachers are required to attend the educational conference shall, unless such schools administrators or teachers are excused for cause by legally authorized authority from attendance:

(a) Pay the actual necessary transportation expenses of school administrators and teachers of the school district to and from the educational conference.

(b) Pay the actual necessary living expenses of school administrators and teachers of the school district while attending the educational conference.

2. Expenses shall be paid out of the school district fund and claims therefor shall not exceed the statutory rate fixed for state officers.

§392.370

**Use of school vehicles to transport school personnel to and from educational conferences**

A board of trustees of a school district shall have the power to authorize the use of school buses to transport teachers, school administrators and other school employees to educational conferences authorized by the state board of education.

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**Commissioner of Education, §186:11**

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**Inservice Authority:**

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**Inservice Participants:**

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**Local Superintendents, §186:11**

**State Board of Education, §186:11, §189:2**

## NEW HAMPSHIRE

*New Hampshire Revised Statutes Annotated 1955; Supplement 1973*

**§186:11**

### **Duties**

The state board, through the commissioner of education acting as the executive officer of the board, shall:

XIV Lectures. Lecture on educational subjects in as many cities and towns in this state as the time occupied by the commissioner's other duties will permit.

XXIV Teacher Consultants. Teacher consultant as referred to in paragraph XXIII, is defined as a teacher with specific training and experience which will enable her, or him, to give helpful advice, counsel and assistance to teachers, pupils and parents of a school system as a constructive means of improving the educational growth and development of children, solving pupil problems of retardation and maladjustment, adopting the program of studies to meet the needs of the children and the community, bringing resources outside of the school to classroom teachers, pupils, parents and community and in general acting as a consultant to the entire staff and community in the recognition of the educational needs. All teacher consultant positions hereinafter established shall be only after a majority of the school districts in the supervisory union representing not less than eighty-five per cent of the total pupils in the supervisory union have voted favorably upon the establishment of the position.

XXVI Conferences. Hold conferences from time to time with superintendents, other supervisory union personnel, principals, and teachers; or their representatives, for the purpose of inspiring mutual cooperation in the carrying on of their work and of unifying educational aims and practices.

**§186:13**

### **Appropriations, How Used**

All money appropriated by the legislature for general educational purposes, in addition to the literary fund and all other funds created for the purposes enumerated in this section, shall be used for the following purposes:

VI Instructing Teachers. For preparing teachers for the schools, particularly for rural schools, for encouraging a more nearly universal preparation of prospective teachers, and for extending the facilities for the improvement of teachers already in the service.

**§189:2**

### **Reduction of Time**

... the state board shall not reduce the days during which schools shall be in session, as provided in section 1, on account of workshops, conventions or teachers' institutes.

**§190:3**

### **Duties**

The council for teacher education shall coordinate teacher education in the state in an advisory capacity through a continuing study and discussion of its problems and shall issue advisory reports to agencies and institutions, public and private, concerned with teacher education or its financing in this state.

## NEW JERSEY — INDEX

**Attendance,** §18A:4-28.6

**Commissioner of Education,** §18A:4-28, §18A:4-28.1, §18A:4-28.3, §18A:4-28.5, §18A:4-28.6, §18A:1-29, §18A:31-1

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**Inservice Participants:**

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**Inservice Subject:**

Drug Abuse, §18A:4-28.1 et seq.

Thorough and Efficient Education, §18A:31-2, ch. 212 (1975) N.J. Act \_\_\_\_\_

**Local Board of Education,** §18A:31-2

**Local Superintendent,** §18A:4-29

**New Jersey Education Association,** §18A:31-2

**State Board of Education,** §18A:4-29, §18A:31-2

## NEW JERSEY

*New Jersey Statutes Annotated 1968; Supplement 1975-1976*

### **§18A:4-28 Materials for guidance of teachers**

The commissioner may prepare, publish and distribute from time to time handbooks, materials or circulars for the guidance of teachers in the public schools.

### **§18A:4-28.1 Legislative findings; use of drugs**

The Legislature finds that teachers have heretofore been exposed to piecemeal information about the use of narcotics and other dangerous drugs. The information contained in the mass media communication involving the abuse of drugs by young people is often inaccurate and bizarre, creating many misconceptions about drugs and their effects. Teachers are searching for information which is appropriate for student consumption and effective instructional technique. For a more rational handling of the problem of narcotics and in order to secure a mood of increased calm and objectivity throughout the school system an effective presentation of the problem is needed.

### **§18A:4-28.2 Workshop programs; presentation of problems of drug abuse involving young people**

The Commissioner of Education is hereby authorized and directed to establish workshop programs for selected junior high school teachers. The workshops shall be under the direction of the office of Health, Safety and Physical Education in the Department of Education and shall be designed to provide teachers with a sober factual and official presentation of the problems of drug abuse involving young people. The presentation shall include: basic content on the history, pharmacology, physiology and psycho-social aspects of drugs generally abused by young people; treatment and rehabilitation problems; the legal aspects of drugs; and the extent of drug abuse in New Jersey and the nation. The workshops shall be held in different areas throughout the State at times and places selected by the commissioner and teachers selected by him from public and private schools at the junior high level or its equivalent shall attend.

### **§18A:4-28.3 Implementation of act**

The Commissioner of Education shall establish procedures, employ professional and other personnel and take all other necessary steps to insure the implementation of the provisions of this act.

### **§18A:4-28.4 Definitions**

As used in this act:

- a. "Drug education program" means a factual presentation of the problems of drug abuse involving young people prepared so as to be effective and appropriate for student consumption.
- b. "Secondary school" means grades seven through 12 and shall include high school grades, junior high school grades and other classification of grades designated in a particular school to include grades five and above.
- c. "Recommended drug education unit" means the subject matter of the drug education program to be presented to the students.
- d. "Drugs" means and includes narcotics, dangerous drugs, and controlled dangerous substances, as defined in the laws of the State of New Jersey and the laws of the United States.
- e. "School district" means public school districts and shall include regional and vocational school districts.

### **§18A:4-28.5 Summer workshops and training programs**

The Commissioner of Education is hereby authorized and directed to establish summer workshops and training programs to train selected teachers to teach a drug education program to secondary school teachers as herein provided. Said workshop and training programs shall also be for the purpose of development of a curriculum and a recommended drug education unit to be incorporated into the ongoing health education curriculum of students in secondary schools. The workshops and training programs shall be under the direction of such persons as the commissioner may designate and shall include representatives from the Department of Education, the Department of Higher Edu-



## NEW JERSEY

### **§18A:4-28.5 (cont.)**

cation, Rutgers University, the New Jersey College of Medicine and Dentistry and the Urban Schools Development Council, or their successors, who shall constitute a steering committee. The programs shall contain basic content on the history, pharmacology, physiology and psycho-social aspects of drugs generally abused by young people, treatment and rehabilitation programs, the legal aspects of drugs and the extent of drug abuse in New Jersey. The workshops and training programs shall be held in different areas throughout the State at times and places selected by the commissioner.

### **§18A:4-28.6 Drug education training programs for teachers**

In addition to the workshops and training programs provided for in section 2 hereof, the Commissioner of Education is hereby authorized and directed to establish drug education training programs for teachers in school districts containing secondary school grades. Said programs for teachers shall consist of eight sessions, each lasting a minimum of 1 1/2 clock hours, to be given in each of said school districts during the period of September 15, 1970, through December 15, 1970. No more than one session shall be given in any 1 week period. The programs provided for by this section shall be conducted by the teachers attending the summer workshops and training programs, as nearly as may be possible, and shall include the curriculum and the recommended drug program education unit, provided for in section 2 hereof. Said programs shall be attended by all teachers in such districts teaching secondary school grades and shall be coordinated with the usual school schedule therein so as to permit said teachers to attend after having completed a minimum of 4 hours of their normal school schedule.

Where the scheduling of such training programs would seriously disrupt the educational programs of a school district, the Commissioner of Education may authorize the following exceptions:

One 3-hour session may be substituted for two of the otherwise required 1 1/2 hour sessions, provided however:

- (a) That no more than one session shall be given in any 1 week period;
- (b) That no program established by this section shall consist of less than four sessions nor less than a total of 12 hours of instruction;
- (c) That such substitution be approved by the Commissioner of Education on the basis of requests submitted by local school districts, prior to October 1, 1970, which requests shall contain such program information as the commissioner shall require.

### **§18A:4-29 Instruction of county superintendents and superintendents of schools; meetings**

The commissioner shall from time to time instruct the county superintendents and superintendents of schools as to the performance of their duties, the conduct of the schools and the construction and furnishing of schoolhouses, and he shall, with the approval of the state board, hold meetings of the county superintendents and superintendents of schools at least once in each year for the discussion of school affairs and ways and means for promoting a thorough and efficient system of education.

### **§18A:31-1 Teachers' institutes and meetings, when held, etc.**

Teachers' institutes, and teachers' meetings called by the commissioner, shall be held pursuant to rules prescribed by the state board.

### **§18A:31-2 Attendance at conventions of New Jersey Education Association**

Whenever any full-time teaching staff member of any board of education of any local school district or regional school district or of a county vocational school or any secretary, or office clerk applies to the board of education by which he is employed for permission to attend the annual convention of the New Jersey Education Association, such permission shall be granted for a period of not more than two days in any one year and he shall receive his whole salary for the days of actual attendance upon the sessions of such conventions upon filing with the secretary of the board a certificate of such attendance signed by the executive secretary of the association.

ch. 212 (1975) N.J. Act . . . 12. The State Board shall . . . make a comprehensive report . . . assessing the effectiveness of this act in producing a thorough and efficient system of free public schools. The report shall

NEW JERSEY

ch. 212 (1975) include an account of the progress of each local school district in meeting the goals, objectives and standards prescribed under section 6 and 7 of this act, identifying those districts and schools which fail to meet them.

(cont.)

14. The commissioner shall review the . . . reports. . . . If the commissioner shall find that a school or a school district has failed to show sufficient progress toward the goals, guidelines, objectives and standards established in and pursuant to this act, he shall . . . direct that a remedial plan be prepared and submitted to him for approval. If the commissioner finds that the remedial plan . . . is insufficient, he shall order the local board to show cause why the corrective action provided in section 15 of this act should not be utilized.

15. If. . . the commissioner determines that it is necessary to take corrective action, he shall have the power to order necessary budgetary changes within the school district, to order in-service training programs for teachers and other school personnel, or both.

## NEW MEXICO — INDEX

### **Finance:**

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**Governing Authorities of State Agencies, §77-8-5**

### **Inservice Authority:**

Teaching Profession, §77-8-6

### **Inservice Categories:**

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### **Inservice Participants:**

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Teaching Professional, §77-8-6

### **Inservice Subjects:**

Professional Improvement, §77-8-6

**Local School Boards, §77-8-5**

*New Mexico Statutes 1953; Supplement 1975*

**§77-8-5 Compensation for educational meetings**

Local school boards and governing authorities of state agencies may pay certified school personnel according to their employment contracts on evidence of attendance at any professional meeting connected with their profession as educators or associated with the courses of instruction in which they specialize.

**§77-8-6 Professional status**

Teaching, supervising an instructional program, counseling or providing special instructional services in a public school or state agency or administering in a public school is recognized as a profession with all the rights, responsibilities and privileges accorded professions having their first responsibility to the public they serve. The primary responsibilities of this profession shall be to educate the children of this state and to improve the professional practices and ethical conduct of its members.

## NEW YORK — INDEX

**Commissioner of Education, §113, §305, §3604, §4307**

**Department of Education, §113**

**District Superintendent, §2215, §3604, §4307**

**Finance:**

Compensation, §113, §2215, §4307

**Inservice Authority:**

Commissioner of Education, §305

District Superintendent, §2215, §3604, §4307

**Inservice Categories:**

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Training at Institution of Higher Education, §305

**Inservice Participants:**

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Teachers of foreign born and native adults, §305

**Inservice Subjects:**

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Instruction of foreign born and native adults, §305

School Management, §2215

**Leaves of Absence, §113, §4307**



## NEW YORK

*New York Consolidated Laws 1972; Supplement 1975-1976*

§113

### **Leaves of absence of professional members of the department**

The department, subject to such regulations as the commissioner may promulgate, may grant any professional member of the staff of the department an extended leave of absence for advanced study, research, professional writing or other experience of recognized professional value, for not to exceed one year in seven at the rate of not to exceed one-half the regular salary paid, or for not to exceed six months with salary at full rate for such leave. The balance of salaries appropriated for such persons, or so much thereof as may be necessary, may be applied during the period of such absence for the purpose of the salaries of substitutes to take the place of the persons thus on leave. Not more than five such leaves of absence shall be granted during any one fiscal year.

§305

### **General powers and duties**

The commissioner of education is hereby charged with the following powers and duties:

(12) The commission of education is authorized and directed to establish and provide for the maintenance and conduct of courses of study or training in state teachers colleges and state colleges for teachers and in colleges and universities and other educational institutions and in connection with other educational agencies for the purpose of training teachers in principles and methods of instruction, and to give them knowledge to fit them to instruct foreign born and native adults and minors over sixteen years of age in evening, extension, factory, home and community classes. Such courses of study shall be prescribed by the commissioner of education and shall continue for a period of not less than one year. No teacher employed to instruct foreign born and native adults and minors over sixteen years of age shall be employed by the state or compensated in whole or in part by the state, unless he shall have completed such course of study or training or shall have an equivalent thereof to be determined under the regulations of the commissioner of education. A special certificate shall be issued to teachers who have completed such course of study or a course of instruction which is equivalent thereto, provided, however, that temporary permits may be issued by the commissioner of education to teachers who are qualified to give such instruction pending the completion of such a course of study or training.

§2215

### **General powers and duties of district superintendent**

A district superintendent of schools shall have and it shall be his duty:

(2) To assemble all the teachers of his district by towns or otherwise, for the purpose of conference on the course of study, for reports of and advice and counsel in relation to discipline, school management and other school work, and for promoting the general good of all the schools of the district. Teachers shall be entitled to compensation for days actually in attendance upon such conference.

§3604

### **Conditions under which districts are entitled to apportionment**

Apportionment of state funds shall be made subject to the following conditions:

(8) No school shall be in session on Saturday or a legal holiday. . . . A deficiency not exceeding six days during any school year caused by teachers' attendance upon teachers' conferences held by district superintendents of schools within a county and upon meetings of the New York State Teachers' Association, shall be excused by the commissioner of education. Similarly, a deficiency not exceeding three days during any school year caused by teachers' attendance upon conferences held by superintendents of schools of city school districts or other school districts employing superintendents of schools shall be excused by the commissioner.

§4307

### **Superintendent, personnel of the faculty, and salaries**

(3) With the approval of the commissioner of education and the superintendent an instructor may be granted a leave of absence for travel or for study, on part pay as determined by the regents, provided such instructor agrees to remain in the service of the state not less than two years immediately following the expiration of such leave. The balance of the salaries appropriated for such instructors, or so much thereof as may be necessary, may be applied by the commissioner of education during the period of such absence for the payment of the salaries of substitute instructors employed in such schools to take the place of the instructors to whom leaves of absence have been granted as provided herein.

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### Inservice Authority:

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### Inservice Categories:

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Study Groups, §115-57

### Inservice Participants:

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### Inservice Subjects:

Professional Growth, §115-46, §115-146

Improvement of Instruction, §115-46, §115-57

Local Boards of Education, §115-46

Local Superintendents, §115-46, §115-57, §115-146

## NORTH CAROLINA

### *General Statutes of North Carolina 1975*

**§115-46      Providing for training of teachers**

County and city boards of education are authorized to provide for the professional growth of teachers while in-service and to pass rules and regulations requiring teachers to cooperate with their superintendent for the improvement of instruction in the classroom and for promoting community improvement.

**§115-57      Duties of superintendents toward school personnel**

The superintendent shall hold each year such teachers' meetings and study groups as in his judgment will improve the efficiency of the instruction in the school unit.

**§115-146      Duties of teachers generally; principals and teachers may use reasonable force in exercising lawful authority**

It shall be the duty of all teachers, including student teachers, substitute teachers, voluntary teachers, teachers' aides and assistants when given authority over some part of the school program by the principal or supervising teacher . . . to enter actively into the plans of the superintendent for the professional growth of the teachers. . . .

## NORTH DAKOTA — INDEX

**Attendance,** §15-22-11, §15-38-15

**Finance:**

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**Inservice Authority:**

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Superintendent of Public Instruction, §15-21-10, §15-21-11

**Inservice Categories:**

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Teachers' Institute, §15-21-11, §15-21-12, §15-38-01, §15-38-15

Teachers' Training Schools, §15-21-11, §15-38-01, §15-38-15

**Inservice Participants:**

Local Superintendent, §15-21-10, §15-47-14

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**Inservice Subjects:**

Professional Instruction, §15-22-11

**Local School Boards,** §15-38-01, §15-47-14

**Local Superintendent of Schools,** §15-21-10, §15-21-11, §15-22-10, §15-22-11, §15-38-01, §15-38-15

**Superintendent of Public Instruction,** §15-21-10, §15-21-11, §15-21-12, §15-22-11

## NORTH DAKOTA

*North Dakota Century Code 1960; Supplement 1975*

**§15-21-10 Conference with county superintendent-Proceedings**

The superintendent of public instruction shall meet with any or all of the county superintendents of the state at such time and places as he shall appoint, giving them due notice of each meeting, and such county superintendents shall attend meetings. The object of such meetings shall be to accumulate facts relative to schools, to compare views, to discuss principles, and to hear discussions and suggestions relative to the examinations and qualifications of teachers, methods of instruction, textbooks, institutes, visitation of schools, and other matters relating to the public schools.

**§15-21-11 Teachers' institutes and training schools-rules for holding-Designation of conductor-Courses**

The superintendent of public instruction shall prescribe rules and regulations for the holding of teachers' institutes and teachers' training schools and the courses of instruction therefor, and after counseling and advising with the county superintendents of schools as to the special needs and wants of their respective counties, he shall appoint the time, place, and duration of each institute and training school, and shall designate such persons to act as conductors, assistants, and lectures as in his judgment will meet the requirements of the various counties.

**§15-21-12 To assist at teachers' institutes-Duties in general**

When practicable, the superintendent of public instruction shall attend and assist at teachers' institutes and aid and encourage teachers in qualifying themselves for the successful discharge of their duties.

**§15-22-10 School visitation-Records of visits**

The county superintendent of schools shall visit each school under his supervision at least once each year and shall carefully observe the conditions of the school, the mental and moral instruction given, the methods of teaching employed by the teacher, the teacher's ability, and the progress of the pupils. He shall advise and direct the teachers, in regard to instruction, classification, government, and discipline of the schools, and the courses of study. He shall keep a record of such visits and, by memoranda, shall indicate his judgment of the teachers' ability to teach and govern and the condition and progress of the school. Such record shall be open to inspection by any school director or patron.

**§15-22-11 Duty to follow instructions of superintendent of public instruction-Teachers' meetings**

The county superintendent of schools shall carry into effect all lawful instructions of the superintendent of public instruction and shall distribute to the proper officers and teachers all forms furnished to him by such superintendent when required by such officers and teachers. Acting under the instructions of the superintendent of public instruction, he may convene the teachers of his county not to exceed one Saturday in each month during which the public schools are in session, or if the distance is too great, he may convene the teachers of two or more districts in each of the several portions of his county, in county or district meetings for professional instruction and for such other work as may be approved by the superintendent of public instruction. Each teacher shall attend the entire session of such meetings when required to do so, and shall participate in the exercises thereof or forfeit one day's wages for each day's absence unless the absence is occasioned by sickness of the teacher or of others to whom his attention is due. When, on account of distance or otherwise, it would impose a hardship upon any teacher to attend or would cause the teacher to neglect his school, the county superintendent may excuse the teacher from attendance.

**§15-38-01 Superintendent of schools-Powers and duties**

The superintendent of schools, in districts where a superintendent is employed, shall supervise the administration of the courses of study, visit schools, examine classes, and have general supervision of the professional work of the schools, including the holding of teachers' meetings and the classification of teachers, all of which shall be subject to the final authority of the school board.

**§15-38-15 Duty to attend teachers' institutes and training schools-Notice-Penalty for failure to attend**

When a teachers' institute or teachers' training school is appointed to be held in or for any county,



## NORTH DAKOTA

### **§15-38-11 (cont.)**

the county superintendent of schools shall give written or printed notice thereof and of the time when and the place where the same will be held to each teacher in the public schools of the county, and, as far as possible, to others not then engaged in teaching who are holders of teachers' certificates. The notice shall be given at least ten days before the opening of the institute or teachers' training school. Each teacher who receives the notice and who is engaged in teaching a term of school during the time when the teachers' institute or training school is in session, shall close the school and attend the institute or training school, and shall be paid the regular salary as teacher by the board of the school district for the time during which he is in attendance as certified by the county superintendent of schools. The county superintendent of schools may revoke the certification of any teacher in the county for inexcusable neglect or refusal, after due notice, to attend a teachers' institute or teachers' training school held for the county. The provisions of this section shall not apply to high school teachers.

### **§15-47-14**

#### **Education association meetings-Attendance of superintendents, principals, and teachers**

The school board of any school district shall allow the superintendent, principals, and teachers of the schools, without loss of salary, to attend any meeting of the North Dakota education association and other educational associations held within the state while the schools of the district are in session. Be it further provided that the period during which teachers are in attendance at a North Dakota education association meeting not to exceed two days shall be included as days of classroom instruction for purposes of sections 15-47-33, 15-41-06, and subsection 1 of 15-29-08.

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### **Inservice Authority:**

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Local Boards of Education, §3323.01

### **Inservice Participants:**

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### **Inservice Subjects:**

Handicapped Children, §3323.01

### **Leaves of Absence, §3319.13.1**

Local Board of Education, §3319.13.1, §3323.01

Local Superintendent of Schools, §3319.13.1

State Board of Education, §3323.01

**§3319.13.1 Leaves of absence for professional improvement**

A public school teacher who has completed five years of service may, with the permission of the board of education and the superintendent of schools, be entitled to take a leave of absence with part pay, for one or two semesters subject to the following restriction: The teacher shall present to the superintendent for approval, a plan for professional growth prior to such grant of permission, and at the conclusion of the leave provide evidence that the plan was followed. The teacher may be required to return to the district at the end of the leave for a period of at least one year, unless the teacher has completed twenty-five years of teaching in this state.

The board of education may not grant such a leave unless there is available a satisfactory substitute, nor grant such leave to more than five per cent of the professional staff at any one time, nor allow a part salary in excess of the difference between the substitute's pay and the teacher's expected salary, nor grant a leave to any teacher more often than once for each five years of service, nor grant a leave a second time to the same individual when other members of the staff have filed a request for such a leave.

**§3323.01 Classes and training of teachers for the handicapped**

(a) The state board of education may grant permission to any board of education to establish and maintain classes for the instruction of deaf or blind persons over the age of three, and physically, emotionally, or mentally, handicapped persons over the age of five; and to establish and maintain child study, counseling, adjustment, parental counseling programs, and special instructional services, including home instruction, for deaf and blind persons over the age of three and for all other persons over the age of five whose learning is retarded, interrupted, or impaired by other physical, emotional, or mental handicaps. The state board of education may by written agreement with the board of trustees of any college or university, arrange with the teacher education department of such college or university for the classroom and inservice training of teachers for handicapped children.

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**Inservice Categories:**

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**Inservice Participants:**

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**Inservice Subjects:**

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**State Department of Education, 70§5-110, 70§1210.225**

**State School Board Association, 70§5-110**

## OKLAHOMA

*Oklahoma Statutes Annotated 1972; Supplement 1975-1976*

**7051-109 School year-Length-School for less than full term**

A school year for all public schools in Oklahoma shall consist of at least ten (10) months of four (4) weeks each, of which time school shall actually be in session and instruction offered for not less than one hundred eighty (180) days. Provided however, five (5) days may be used for attendance of professional meetings and teachers may be paid for a length of term in excess thereof, under conditions hereinafter outlined. A school district may maintain school for less than a full term only when conditions beyond the control of school authorities make impossible the maintenance of said term.

**7051-110 School month-Length-Pay of teachers for twelve months**

A school month shall consist of twenty (10) school days during which school is actually taught or school activities performed. Provided, that holidays, elections, days devoted to professional meetings and other days when school is closed may be included in the number of days required for a regular school month, but no holiday or other occasion when school is not in session shall be included in the one hundred eighty (180) days required to be taught, except five (5) days may be used for attendance of professional meetings. Any district may pay teachers and other employees on the basis of calendar months for twelve (12) months, as elsewhere provided by the Oklahoma School Code.

**7055-110 Workshops for new board members-Reimbursement for expenses-Agreement to attend when candidate files notification and declaration**

A. At the time of a school district elector files a notification and declaration of candidacy for the office of district board of education membership, such elector may agree and pledge in writing that, upon election as a member of the district board of education, such member will attend a two-day workshop to be held within the State of Oklahoma by the State Department of Education for study and instruction on the subjects of school finance, the Oklahoma School Code and related laws, and the ethics, duties, and responsibilities of district board of education members. Provided, that the provisions of this subsection shall not apply to any elector who has had prior experience of one (1) year or more preceding the date of the school district election as a member of the district board of education to which membership is sought.

A. The Oklahoma State Department of Education in cooperation with the Oklahoma State School Board Association may, as soon as practicable but not later than six (6) months after the annual elections of various district board of education members, determine the members of the district boards of education pledged to attend the workshop established by subsection 1 of this section, and, after making arrangements for proper courses of study and instructors, shall notify such members of the time and place such workshops is to be conducted. All government departments, agencies and institutions of this state are directed to lend such assistance as may be required by the Department of Education for the proper conduct and administration of the workshops. The Department of Education shall maintain a permanent record of each district board of education member who successfully completes a workshop and shall issue a certificate of completion to such member.

C. Any member of a district board of education who attends and successfully completes a workshop as required by subsection A. of this section may be reimbursed for expenses incurred by the school district on the basis of not to exceed Twenty-five Dollars (\$25.00) per day while in actual attendance, and nine cents (\$0.09) per mile of necessary travel from his or her residence to and from the place of the workshop.

**7056-125 Professional Standards Board-Functions and responsibilities**

The Professional Standards Board shall provide leadership for the improvement of teacher education and standards for the certification of teachers and other education personnel in Oklahoma and shall serve in an advisory capacity to the State Board of Education in all matters of professional standards and certification. The board is charged with such responsibilities as recommending new programs, reviewing current certificate requirements and recommending standards for new certificates, encouraging studies and research designed to improve teacher education, including continuing education of teachers, and making recommendations to the State Board of Education.



**70§1210.225 Implementation**

In administering this act (The Drug Abuse Education Act), the State Board of Education and the State Department of Education shall be governed by the following:

(1) Implement in-service education programs for teachers, administrators and other personnel. Special emphasis shall be placed on methods and materials necessary for the effective teaching of drug abuse education. In-service teacher education materials which are based on individual performance assigned for use with a minimum of supervision shall be developed and made available to all school districts. . . .

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**Department of Education**, 30§327.485, 30§354.420, 30§354.430

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**Inservice Categories:**

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**Inservice Participants:**

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Teachers of Blind Children, 30§343.301

**Inservice Subjects:**

Blind Children, 30§343.301

Educational Television and Radio, 30§354.410 et seq.

Improving Teaching, 30§327.495, 30§342.165

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**State Board of Education**, 30§327.495, 30§343.055, 30§343.301, 30§354.440

**Superintendent of Public Instruction**, 30§343.055

**Teacher Standards and Practices Commission**, 30§342.135, 30§342.165

**30§327.485 Educational Improvement Account; composition and use**

(1) The Educational Improvement Account of the General Fund consists of all moneys made available to the Department of Education by the state and by charitable and philanthropic foundations, organizations and agencies for the purpose of experimental and demonstration programs designed to improve teaching and teacher education in this state. . . .

**30§327.495 Appropriation of Educational Improvement Account**

All moneys received by the State Board of Education for distribution to school districts and any institutions of higher education in this state for the purpose of carrying out experimental and demonstration programs to improve teaching and teacher education in this state are hereby continuously appropriated for such purpose.

**30§342.135 Basic, standard and other teaching certificates**

(1)(b) Preparation shall be a planned education program consisting of courses taken in an approved teacher education institution or in an in-service training program offered by a school district for which credit is given by an approved teacher education institution or some combination of both, in accordance with rules of the Teacher Standards and Practices Commission. . . .

**30§342.165 Commission rules**

(1) Pursuant to ORS chapter 183, the Teacher Standards and Practices Commission shall make rules necessary for the issuance, denial, continuation, renewal, lapse or reinstatement of certificates issued under the provisions of ORS 342.120 to 342.200.

(2) In establishing rules under subsection (1) of this section and under ORS 342.147, the Teachers Standards and Practices Commission shall consider:

(d) The improvement of teaching. . . .

**30§342.595 Sick leave for teachers; other leave**

(5) Nothing in this section is intended to prevent a school district from authorizing leave without pay for any reason.

**30§342.596 Sick leave for other school employees; other leave**

(6) Nothing in this section is intended to prevent a school district from authorizing leave without pay for any reason.

**30§343.055 Superintendent of Public Instruction to administer special programs**

The Superintendent of Public Instruction shall administer all programs established under this chapter. Subject to the approval of the State Board of Education, he may establish rules relative to qualifications of teachers, supervisors, work experience, coordinators, course of study, methods of instruction, admission, diagnosis, eligibility of pupils, size of special facilities, rooms and equipment, supervision, territory to be served, and such other rules as he considers necessary to administer this chapter. He may also use funds appropriated for any program in this chapter for preservice and in-service education of teachers in that program.

**30§343.301 Training for teachers of blind; supplies for program for blind; tuition for deaf, mute and blind children**

Out of such funds as may otherwise be appropriated to the State Board of Education for the purposes enumerated in this section, the State Board may:

(1) Provide and pay for special training for teachers of blind or partially seeing children being educated in the public schools. . . .

**30§354.410 Definitions for ORS 354.410 to 354.440**

As used in ORS 354.410 to 354.440, unless the context requires otherwise:

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### **30§354.410 (cont.)**

(1) "Educational television and radio" means programs for direct teaching, programs for instructional enrichment, and programs for in-service education of teachers which are transmitted for viewing or listening in connection with instruction in public elementary and secondary education by state-operated educational television and radio stations.

(4) "In-service programs for teachers" means programs which are designed to strengthen and improve the knowledge and understanding by teachers of subject matter content of courses taught in the public elementary and secondary schools; and programs designed to improve the understanding, knowledge, and skills of teachers relating to methods of teaching, the nature of learning process, the nature of the learner and other matters connected with the instructional programs of the public schools.

### **30§354.420**

#### **Purpose of ORS 354.410 to 354.440**

(1) The purpose of ORS 354.410 to 354.440 is to encourage the development of and provide means for making educational television and radio programs of direct instruction and instructional enrichment for pupils and in-service teachers available to the public schools of the state, and to provide for the authorization and approval of such programs by the Department of Education. . . .

### **30§354.430**

#### **Authority of Department of Education; disposition of sale proceeds**

The Department of Education may utilize its appropriate personnel and facilities and any funds made available to it:

(1) To stimulate interest by school districts in the appropriate use of educational television and radio in the public schools.

(2) To plan and produce suitable educational television and radio programs of direct instruction, instructional enrichment for pupils and in-service programs for teachers in the public schools.

(3) To cooperate with officials of state-operated educational television and radio stations in planning and producing suitable programs of direct teaching and instructional enrichment, and in planning and producing in-service programs for teachers for the public schools. . . .

### **30§354.440**

#### **Board to approve certain educational television and radio programs; advisory committee**

(1) All educational television and radio programs provided by state-operated educational television and radio stations for direct teaching, instructional enrichment, and in-service education of teachers as defined in ORS 354.410 shall be approved by the State Board of Education.

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### **Inservice Participants:**

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**State Board of Education**, 24§12-1208



## PENNSYLVANIA

*Pennsylvania Statutes Annotated 1962; Supplement 1975-1976*

**2485-516 State convention or association; delegates; expenses; membership**

The board of school directors or the board of public education of any school district may appoint one or more of its members, its non-member secretary, if any, and its solicitor, if any, as delegates to any State convention or association of school directors, held within the Commonwealth. It shall be the duty of such delegates to attend the meetings of such convention or association, and each delegate so attending shall be reimbursed for travel, travel insurance, lodging, meals, registration fees and other incidental expenses necessarily incurred. Any such board may become a member of the Pennsylvania School Boards Association, Inc., and may pay, out of the school funds of the district, any membership dues which may be assessed by the association of any State convention of school directors to defray the necessary expenses of maintaining the association and of holding the convention. Such expenses shall be paid by the treasurer of the school district, in the usual manner, out of the school funds of the district, upon the presentation of an itemized, verified statement of expenses.

**2485-516.1 Expenses for attendance at meetings of educational or financial advantage to district**

When, in the opinion of the board of school directors or of the board of public education, attendance of one or more of its members and of its non-member secretary, if any, and of its solicitor, if any, at any meeting held within the Commonwealth (other than annual State conventions of school directors and conventions and meeting called by the executive director of an intermediate unit) or the attendance of one or more of its members and of its non-member secretary, if any, and of its solicitor, if any, at the annual convention of the National School Boards Association or any other educational convention, will be of educational or financial advantage to the district, it may authorize the attendance of any of such persons at such meeting within the Commonwealth and at the annual convention of the National School Boards Association or any other educational convention, wherever held, not exceeding two meetings in any one school year. Each person so authorized to attend and attending shall be reimbursed for all expenses actually and necessarily incurred in going to, attending and returning from the place of such meeting, including travel, travel insurance, lodging, meals, registration fees and other incidental expenses necessarily incurred.

**2485-517 Attendance of superintendents, etc., at educational conferences, and of pupils at state farm show, etc.; expenses**

The board of school directors of each district may authorize the attendance of the superintendent and such other members of the teaching and supervisory, staff of such districts as they may specify, at any educational conference or conferences, when in the opinion of the board, such attendance will be conducive to the best interests of the district. Each person so authorized to attend and attending shall be reimbursed for all necessary traveling and hotel expenses actually incurred. Such expenses shall be paid by the treasurer of the school district, in the usual manner, out of the school funds of the district, upon the presentation of an itemized, verified statement of such expenses.

The board of school directors of each district may reimburse any principal, supervising principal, school nurse, teacher or other employee for necessary traveling expenses incurred in the furthering of the educational program of the school district: Provided, That prior authorization to incur said expenses shall have been previously given by the board of school directors: Provided further: That, advanced payments may be made by the proper officers of the district upon presentation of estimated expenses to be incurred, to be followed by a final itemized, verified statement of such expenses actually incurred upon return from such conventions, and a refund be made to the district of such funds remaining or an additional payment be made to meet the verified expenses actually incurred.

**2485-522.1 Payments of contributions to the School Employees' Retirement Fund on account of school employees on approved leaves of absence for professional study authorized; service credits**

Any school employee who has been granted a leave of absence, approved by the board of school directors, for professional study shall be considered to be in regular full-time daily attendance in the position from which the leave was granted during the period of said leave for the purpose of determining the employees length of service and right to make contributions as a member of the School Employees' Retirement Fund and continue his or her membership therein: Provided, That if the employee does

## PENNSYLVANIA

24§5-522.1  
(cont.)

not return to the employment of the school district for a period of at least one year the contributions made by and on behalf of the employe during the period of the leave of absence shall be refunded.

24§11-1166

### **Persons entitled**

(a) Any person in the public school system of this Commonwealth who has completed ten (10) years of satisfactory service as a professional employe or member of the supervisory, instructional or administrative staff, or as a commissioned officer, of any board of school directors, county board of school directors, or any other part of the public school system of the Commonwealth, shall be entitled to a leave of absence for restoration of health, study or travel, or, at the discretion of the board of school directors, for other purposes. At least five consecutive years of such service shall have been in the school district from which leave of absence is sought, unless the board of school directors shall in its discretion allow a shorter time: Provided, however, That in the case of professional employes of area vocational-technical schools or technical institutes prior service in the participating school district shall be credited toward such service requirement. Such leave of absence shall be for a half or full school term or for two half school terms during a period of two years, at the option of such person. . . . Thereafter, one leave of absence shall be allowed after each seven years of service.

A sabbatical leave granted to a regular employe shall also operate as a leave of absence without pay from all other school activities.

24§11-1167

### **Preferences; limitations**

Applications for leaves of absence shall be given preference, according to the years of service since the previous sabbatical leave of the applicant, and in accordance with regulations adopted by the board of school directors.

No school district shall limit the number of leaves of absence granted in any school year to less than ten per centum (10%) of the number of persons eligible for such leave of absence regularly employed in such district. Schools which have a staff of seven (7) or less teachers shall be permitted one leave of absence each term.

24§11-1168

### **Return to employment**

No leave of absence shall be granted unless such person shall agree to return to his or her employment with the school district for a period of not less than one school term immediately following such leave of absence.

No such leave of absence shall be considered a termination or breach of the contract of employment, and the person on leave of absence shall be returned to the same position in the same school he or she occupied prior thereto.

Upon expiration of a sabbatical leave, by consent of the school board, the requirement that the person on leave of absence shall return to the service of the school district or to the same position in the same school or schools that he or she occupied prior thereto, may be waived. If the school board has not waived the obligation to return to school service upon expiration of the sabbatical leave and the employe fails to do so, unless prevented by illness or physical disability, the employe shall forfeit all benefits to which said employe would have been entitled under the provisions of this act for a period of the sabbatical leave.

If such employe resigns or fails to return to his employment, unless the requirement to service is waived by the board of school directors, the amount contributed by the school district under section 1170 of this act to the Public School Employees' Retirement Fund shall be deducted from the refund payable to such employe under existing law and the amount shall be deducted from the refund payable to district by which it was paid.

24§11-1169

### **Salary while on leave**

The person on leave of absence shall receive one-half of his or her regular salary during the period he or she is on sabbatical leave.

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24§11-1170

### **Rights retained**

Every employe, while on sabbatical leave of absence, shall be considered to be in regular full-time daily attendance in the position from which the sabbatical leave was taken, during the period of said leave, for the purpose of determining the employe's length of service and the right to receive increment, as provided by law.

Every person on leave of absence shall continue his or her membership in the School Employees' Retirement Association. The school district shall pay into the School Employees' Retirement Fund on behalf of each such employe on leave, in addition to the contributions required by law to be made by it, the full amount of the contribution required by law to be paid by the employe, as though said employe were actually in regular full-time daily attendance in the position from which the sabbatical leave was taken, so that such employe's retirement rights shall be in no way affected by such leave of absence. The amount of the contribution required to be paid by the employe shall be deducted from any compensation payable to the employe while on leave.

Nothing in this subdivision of this article shall be construed to prevent any person on leave of absence from receiving a grant for further study from any institution of learning.

24§11-1171

### **Regulations**

The board of school directors shall have the right to make such regulations as they may deem necessary to make sure that employes on leave shall utilize such leave properly for the purpose for which it was granted, requiring reports from the employe or employes on leave in such manner as they may deem necessary.

24§12-1208

### **Summer schools, etc.**

The State Board of Education shall provide for summer schools in State colleges, colleges, universities and other educational institutions, and for extension courses and correspondence courses for all teachers employed in the public school system of the Commonwealth who wish to acquire . . . minimum qualifications . . . or such further qualifications as may be desirable.

24§15-1502

### **Day schools not to be kept open**

No school shall be kept open on any Saturday for the purpose of ordinary instruction, except when Monday is fixed by the board of school directors as the weekly holiday, or on Sunday, Memorial Day, Fourth of July, or Christmas nor shall any school be kept open in any district during the time of holding the teachers' institute for such district. Whenever Memorial Day shall be on a Sunday, the following Monday shall be a holiday.

24§24-2401

### **By whom audited**

The finances of every school district and of every joint school board, in every department thereof, together with the accounts of all school treasurers, school depositories, teachers' retirement funds, teachers' institute funds, directors' association funds, sinking funds, and other funds belonging to or controlled by the district, shall be properly audited as follows:

(9) The financial accounts of each annual county or district teachers' institute shall be audited by three auditors, two to be elected by the teachers' institute and one by the directors' association for a county institute, and by the board of school directors for the district institute.

(10) The financial accounts of the directors' association shall be audited by the county auditors or county controller.

24§24-2402

### **Statements of accounts, etc.**

In order that the aforesaid accounts may be thoroughly and properly audited, it shall be the duty of all boards of school directors and their proper officers, school depositories, district superintendents, treasurers of directors' associations, treasurers of teachers' retirement funds, and other proper persons, to furnish to such auditors, whenever required by them for auditing purposes, statements and accounts to all finances of the district, of teachers' institutes or directors' associations, and other funds belonging to or controlled by the district, including assets and liabilities, together with access to

## PENNSYLVANIA

- 24§24-2402 (cont.)** all books, records, tax duplicates, vouchers, school orders, payrolls, letters, and other matters pertaining to the same.
- 24§24-2462** **School directors association**  
The account of the treasurer of a school director association within an intermediate unit shall be properly audited annually by a certified public accountant, and filed with the association.
- 24§1226** **The State Council of Education shall have the power, and its duty shall be**  
(b) To establish and promulgate standards of preliminary and professional education and training for teachers in such schools;
- 24§1871** **Time of holding**  
City and borough teachers' institutes may be held, throughout the school year, on any five days, or any ten half-days, which the city or borough superintendent of schools may select for this purpose.
- 24§2119.3** **Contributions for period contributor was on leave of absence**  
Any employe who desires to receive credit for a leave of absence approved by the board of school directors for professional study and growth and during which leave no contributions were made to the retirement fund on their behalf, may pay, in addition to the regular contribution required under clause six of this section into the fund created by this act, a sum equal to all back payments which said employe would have been required to make for such period and in addition a sum equal to all contributions which would have been made on his behalf by the school district and the Commonwealth of Pennsylvania if the employe had been in full-time regular daily attendance rather than on leave of absence. Payment of such back payments shall entitle the contributor to all rights and benefits which would have accrued had regular payments been made into the fund while he was on leave of absence. Such back payments may be made in a lump sum by installments or by an increased rate of contributions agreed upon between the contributor and the retirement board: Provided, however, That all such payments must be made on or before the first day of July one thousand nine hundred fifty-nine.
- 24§3208** **Credit for sabbatical leave**  
Any school employe, who shall have been granted a sabbatical leave of absence, shall receive credit for the period of such leave of absence as if he were in regular full-time daily attendance in the position from which the sabbatical leave was taken.



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## RHODE ISLAND

*General Laws of Rhode Island 1956; Supplement 1974*

**§16-1-8 Visits of commissioner to schools**

The commissioner of education shall visit, as often as practicable, every town in the state, for the purpose of inspecting the schools, and diffusing as widely as possible, by public addresses and personal communications with school officers, teachers and parents, a knowledge of the defects, and of any desirable improvements, in the administration of the system and the government and instruction of the schools.

**§16-14-1 Summer school at college of education**

The department of education may establish and maintain a summer school for teachers to be held, annually, at the Rhode Island College, under the direction of the department of education; and the general assembly shall annually appropriate such sum as it deems necessary, to be expended under the direction of the department of education for the purpose of defraying the necessary expenses and charges for teachers and lecturers for said summer school and other incidental expenses incurred by the department of education in carrying out the provisions of this section; and the state controller is hereby authorized and directed to draw his orders upon the general treasurer for the payment of the amounts so appropriated, or so much thereof as may from time to time be required, upon the receipt by him of proper vouchers approved by the department of education.

**§16-14-2 Post-graduate courses at colleges and universities**

The board of education is hereby authorized to provide, in co-operation with Brown University, Providence College, Salve Regina College, the University of Rhode Island and the Rhode Island College, suitable post-graduate courses of instruction in said universities and colleges in the principles and practice of education designed to prepare students for positions as superintendents of public schools and high school teachers and principals.

**§16-14-3 State scholarships for post-graduate courses**

The board of education is hereby authorized to appoint persons of proper age, character and acquirements who desire to become teachers, principals or superintendents in the public schools of this state to state scholarships which shall entitle them to pursue such post-graduate courses in education in Brown University, Providence College, Salve Regina College, University of Rhode Island and Rhode Island College.

**§16-14-4 Appropriations for post-graduate instruction**

To provide for instruction in such courses and carry out the provisions of §§16-14-2 and 16-14-3, the general assembly shall annually appropriate such sum as it may deem necessary, to be paid by the general treasurer upon the orders of the state controller upon the presentation of vouchers properly authenticated by the department of education.

**§16-14-6 Scholarships for teachers of handicapped children**

The board of education is hereby authorized to appoint as state beneficiaries, selected residents of Rhode Island who are of proper age, character and acquirements and who have become certificated to teach in the schools of this state and shall assure said board of their willingness to teach handicapped children, who shall be admitted as students in any educational institution approved by said board to pursue a course of study designed to prepare such applicant for the education and training of physically, emotionally and mentally handicapped children, upon state scholarships, upon presentation to said board by each applicant of a recommendation signed by the proper officer of such institution.

The general assembly shall annually appropriate such sums as it may deem necessary to carry out the purposes of this section; and the state controller is hereby authorized and directed to draw his orders upon the general treasurer for the payment of said sum, or so much thereof as may be required from time to time, upon receipt by him of proper vouchers approved by the commissioner of education.

**§16-24-2 Regulations of state board**

It shall be the duty of the state board of education to set up regulations for the purpose of carrying out the intent of this chapter; such regulations should include:

(4) teacher training recommendations. . . .

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**State Superintendent of Education, §21-23, §21-26**

## SOUTH CAROLINA

*Code of Laws of South Carolina 1962; Supplement 1974*

### **§21-23      General duties**

The State Superintendent of Education shall:

(5) Have printed and distributed such bulletins, manuals, and circulars as he may deem necessary for the professional improvement of teachers and for the cultivation of public sentiment for public education, and have printed all forms necessary and proper for the administration of the State Department of Education.

### **§21-26      Report to General Assembly**

The State Superintendent of Education shall make a report, through the Governor, to the General Assembly at each regular session thereof, showing:

(8) The counties in which teachers' institutes were held, and the number attending the institutes in each county. . . .

### **§21-60.12      Duties of Committee; matters to be considered**

Educational television should be thoroughly explored. It is now widely used in serving educational needs of various communities in the State and throughout the entire nation as well. The General Assembly does not desire to limit the Committee (a committee to make a continuous study of the educational system) to the consideration of the following types of television education, but it does strongly suggest that these basic types should always be kept in mind:

(4) Improvement in teaching technique through improved in-service training for teachers.

The subject of improving the quality of instruction given pupils should receive high priority, along with teachers' pay. Teacher compensation should be reviewed from time to time, as well as teacher training, certification, employment practices, in-service training, and a master teaching program.

### **§21-696      Use of such funds**

The State Board of Education may use the funds appropriated by this article for the payment of the salaries of teachers, supervisors or directors of vocational subjects, for the purchase of supplies and equipment to be used by vocational classes, for the maintenance of classes for training teachers of vocational subjects or for the administration of vocational education, including necessary supervision and clerical help.

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**State Board of Education, §13-43-25, §13-47-20**

**Superintendent of Elementary and Secondary Education, §13-4-49**

## SOUTH DAKOTA

*South Dakota Compiled Laws Annotated 1975*

**§13-3-49 Conventions and meetings of school district superintendents**

It shall be the duty of the superintendent of elementary and secondary education to meet the superintendents of districts in convention at least once each year and hold such other regional or district meetings of such superintendents as he deems desirable, and endeavor through discussion and explanation to secure and maintain a uniform and efficient administration of the school laws and rules and to promote the best interests of education.

**§13-9-4 School board members' attendance at meetings-Official delegate-Expenses**

Every school board member in the state shall be entitled to attend the meetings of the associated school board, and every school board, which is a member of the associated school boards, may appoint any of its members to attend the annual, district, or regional meeting thereof with one to act as an official delegate and shall pay the actual and necessary expenses incurred by those attending such meeting as provided in §13-8-38.

**§13-26-3 Legal discontinuance of school-Holidays-Teachers' meetings-Closing because of weather or disease**

Schools shall be legally discontinued only in the event that the following days occur on a regularly scheduled school day . . . days when school is closed for teachers to attend annual professional association meetings. . . .

**§13-43-7.1 Attendance at professional association meetings without loss of pay**

Whenever a teacher desires to attend an annual professional association meeting, the school board may authorize attendance at such meeting without loss of pay from regular salary, provided such attendance shall not take the teacher away from regular duties to exceed three consecutive school days during any school term.

**§13-43-25 Rules of professional practices and standards commission-Code of ethics-Recommendations to board**

The professional practices and standards commission shall have the power to adopt rules in accordance with the provisions of chapter 1-26, to carry out the provisions of this chapter.

The commission is authorized and directed to adopt a code of professional ethics for the teaching profession in this state.

The commission may make any recommendation to the state board of education or to school boards which will promote an improvement in the teaching profession.

**§13-47-20 Training of school personnel in use of television**

The state board of education may also arrange for suitable time to provide in-service training to schools to help instructional staff and other school personnel to better utilize the instructional television media.



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**State Department of Education, §49-2943, §49-2950**

## TENNESSEE

*Tennessee Code 1966; Supplement 1975*

### **§49-105 Powers and duties of commissioner**

The commissioner shall be, ex officio, member and chairman of the state board of education, and shall have a vote on all questions coming before the board, and it shall be the duty of said commissioner of education:

(4) To require all teachers to attend county institutes or educational meetings on the date, at the hour and place designated by the county superintendent; provided, schools shall not be suspended for more than ten (10) days in one (1) year, and, provided further, that the place of such meeting shall be in the county where the school is located.

### **§49-1315 Leave of absence-Procedure**

Any person holding a position which requires a teacher's certificate shall be granted leave for military service, maternity, adoption, or recuperation of health and may be granted leave for educational improvement or other sufficient reason without forfeiture of accumulated leave credits, tenure status, or other fringe benefits. All leaves shall be requested in writing at least thirty (30) days in advance on forms adopted by the local board of education and uniformly used throughout the school system. The thirty (30) day notice may be waived or reduced by the local board or upon a certified statement of a physician approved by the local board of education. The teacher's application for leave forms shall require, but not be limited to (a) a description of the type of leave requested; (b) the requested dates for beginning and ending the leave; and (c) a statement of intent to return to the position from which leave is granted.

Each request for leave must be acted upon by the local board of education at the next regular board meeting with such action to become a part of the official minutes. Each applicant shall be notified in writing of the action of the board, and the beginning and ending dates of the leave which is granted. All leave, except military leave, shall be from a date certain to a date certain; however, any leave may extend to a later specified date upon written request from the teacher. The procedure for extending a leave and the conditions under which a leave may be extended are the same as those used when originally requesting and granting the leave. Military leave shall be granted for whatever period may be requested.

Positions vacated for less than twelve (12) months by teachers on leave shall be filled with an interim teacher for such time as the teacher is on leave. Upon return of said teacher within twelve (12) months, the interim teacher shall relinquish the position and the teacher shall return thereto. If the leave exceeds twelve (12) months, the teacher shall be placed in the same or a comparable position upon return from leave.

Part-time leaves may be granted upon written request with the conditions prevailing as recorded in the minutes of the board of education.

A teacher on leave shall, at least thirty (30) days prior to the date of return, notify the superintendent in writing of said teacher does not intend to return to the position from which she is on leave. Failure to render such notice may be considered breach of contract.

### **§49-2703 Plans prepared by state board**

The state board of education shall prepare plans showing the kinds of vocational education for which it is proposed that the appropriations shall be used, the kind of school equipment, courses of study, methods of instruction, and the qualifications of teachers. Plans prepared by the state board of education shall also include plans for supervision of the several types of vocational training the board proposes to operate, the qualifications of supervisors, plans for the training of teachers, and the qualifications of teachers' trainers.

### **§49-2942 Special education materials and training unit-Creation-Functions-Eligibility-Application for materials**

A. There shall be in the division for the education of the handicapped a "Special Education Materials and Training Unit," hereinafter called "the unit", for the purpose of assisting in the education of handicapped persons.

## TENNESSEE

§49-2942  
(cont.)

B. In addition to any functions in which it may engage pursuant to other provisions of §§49-2912—49-2959 or other laws, the unit may:

2. Study, develop, and disseminate information concerning techniques for teaching handicapped persons.

5. Provide in-service training for teachers of handicapped persons and other persons requiring special skills or understanding in connection with the education of handicapped persons.

§49-2943

**Materials and training limited to use in state-Multi-state and regional cooperation-Contracts with other states by department of education-Contents-Consideration**

Except as may be provided pursuant to this section, the special education materials and training unit shall provide equipment, materials, supplies, devices and in-service training only to schools and school systems, institutions, organizations, and persons in this state.

In view of the specialized character of the functions of the unit, it is recognized that its support and utilization on a multi-state or regional basis may promote efficiency and economy, and may make it possible for more persons in need of special education to receive it. Accordingly, it is the policy of this state to encourage multi-state and regional cooperation to that end.

The state department of education may enter into contracts with other states or their appropriate educational agencies for the furnishing of services, equipment, materials, supplies, or devices by the unit. Such contracts may provide for the carrying on of any one or more functions which the unit is authorized to perform in such manner as to serve schools and school systems, institutions, organizations, and persons in such other state or states; provided, that unless the activities covered by the contract are financed entirely by the other state or states, including the maintenance of a separate staff or the pro rata contribution to the salaries and other compensation of staff partly employed for the benefit of one or more other states and this state, no school or school system, institution, organization, or person may be furnished with equipment, materials, supplies, devices, or training who would be ineligible to receive the same under the laws of this state.

Contract made pursuant to this section shall provide for:

A. their duration;

b. appropriate consideration and the payment thereof;

c. the nature and extent of the equipment, materials, supplies, devices, and training to be furnished and received;

d. the performance of inspections and examinations and the making of reports; the evaluation thereof; and the granting or denial of benefits on the basis thereof;

e. any other necessary and appropriate matters.

Consideration provided by any contract made with the state department of education pursuant to this section shall be at least sufficient to cover the cost of any equipment, materials, supplies, or devices furnished, and an equitable share of the operating costs in connection with any in-service training given to persons from other states. It shall be a guiding principle for the making of contracts pursuant to this section that if the use made or to be made of the unit by another state is in excess of ten per cent (10%) of the use made by this state and schools and school systems, institutions, organizations, or persons in this state, consideration required for such other state shall include an equitable contribution to overhead and capital costs, as well as to operating costs and costs of equipment, materials, supplies, and devices furnished.

§49-2944

**Contracts to furnish materials by commissioner of education**

The commissioner of education, or his designated representative, is authorized to enter into contracts for the furnishing of equipment, materials, supplies, devices, and personnel training that are peculiarly useful in the teaching of handicapped children. The commissioner of education, or his designated representative, may pay such consideration, out of funds available therefor, as may be appropriate and equitable in the circumstances. If another state, public agency, or private nonprofit agency

## TENNESSEE

### **§49-2944 (cont.)**

establishes and maintains a substantial, specialized program for the development, production, procurement, and distribution of special equipment, materials, supplies, and devices, or for the training of personnel useful in the teaching of handicapped children, and if the contract or contracts entered into pursuant to this section assure this state of substantial benefits therefrom on a continuing basis, consideration paid by the commissioner of education, or his designated representative, may be calculated to include overhead and capital costs as well as more immediately operational costs and the costs of any articles, or services furnished or to be furnished.

Any articles or services secured by or through the commissioner of education, or his designated representative, pursuant to contracts made under the authority of §§49-2912—49-2959 may be made available to any school systems, special schools, or other persons and entities entitled to participate in or receive benefits from special services to the handicapped. The ultimate apportionment and bearing of costs as among the state, subdivisions thereof and other persons and entities shall be in accordance with law.

### **§49-2946**

#### **Establishment and maintenance of special education resources center-Functions-Assistance and co-operation**

To the extent of its capabilities, a special education resources center may establish and operate or co-operate with others in establishing and operating programs of in-service training similar to those authorized for the state unit by §§49-2950—49-2953.

The state unit shall assist centers in their programs of training, equipment, servicing, distribution and general administration.

### **§49-2950**

#### **Technical assistance by department of education and commissioner-Nature**

The commissioner of education and the state department of education, upon the request of any school district, shall provide technical assistance in the formation of any plan or subsequent report required pursuant to §49-2933. However, any such assistance shall be only advisory and consultative in character and shall not be designed to transfer either in whole or in part, the responsibility for or actual development of the plan or report.

### **§49-2951**

#### **In-service training programs to teachers**

The in-service training programs of the special education materials and techniques unit shall be available to any teacher of handicapped persons in the regular employ of any school system, institution, organization, or program which could be an eligible applicant for equipment, materials, supplies, or devices pursuant to subsection C of §49-2942. However, the locations, times, duration, and special educational or experience prerequisites for particular training programs or courses shall be determined by the unit.

### **§49-2952**

#### **Traineeships or fellowship grants to professional personnel**

The division for the education of handicapped as authorized by the state board of education may make traineeship or fellowship grants available to professional personnel who desire to work in programs for the education of handicapped children, for either part-time or full-time study, to qualify them to meet professional requirements as required by the state board of education.

Persons to qualify for a traineeship must have earned at least sixty (60) semester hours of college credit and persons to qualify for a fellowship must be graduates of a recognized college or university. Such traineeships and fellowships may be in amounts of not more than two thousand dollars (\$2,000) per academic year for traineeships and not more than two thousand and five hundred dollars (\$2,500) per year for fellowships with seven hundred and fifty dollars (\$750) per year per local dependent except an additional sum annually for each grantee may be allowed to any approved institution of higher learning in this state for the actual cost to the institution, as certified by the institution. Part-time students and summer session students may be awarded grants on a pro rata basis.

The division for the education of the handicapped as authorized by the state board of education shall be responsible for the administration of this program and shall maintain related records of each person approved for training pursuant to this section. Working with the local school districts, the divi-



## TENNESSEE

§49-2952  
(cont.)

sion for the education of the handicapped shall provide training programs that will be directed toward meeting the needs of a particular school district and/or system.

Such training programs shall not be limited to new teacher recruits but the experienced special education teacher must be included in well planned, sequential training programs that emphasize the teacher as an educational diagnostician and a planner, utilizing teacher aides to assist in the implementation of the planned program. In every instance possible, training programs should be "in-house", utilizing qualified local school staff as well as university personnel in the implementation of training program activities. These teacher training programs should demonstrate a philosophy in a school environment and atmosphere that minimizes "labeling" and emphasizes the child as "a part of rather than apart from."

The division for the education of the handicapped may contract with any approved institution of higher learning as well as utilize qualified local school staff to offer courses and provide related training sessions for the training of special education personnel at such times and locations as may best serve the needs of the handicapped children of this state.

The grants described herein may be approved for those personnel who are under contract to work in the exceptional child program in this state, the training schools, and at the various residential facilities for exceptional children throughout the state for such contractual periods as the state board of education may by regulation specify, and/or to those individuals who plan to work in the exceptional child program in this state who sign a commitment satisfactory to the state board of education that they will take an appropriate available job within the state of Tennessee upon graduation or completion of their studies. Such commitments shall be binding upon those who sign them and receive scholarship aid, but the state board of education may waive the enforceability thereof in the event of extreme and unforeseen hardship.

§49-2953

### **Training grants to para-professionals**

The state board of education is authorized to make training grants to personnel who are approved for participation as a para-professional in the exceptional child program in the state of Tennessee. These para-professional personnel shall meet professional and employment standards as set forth in the rules and regulations of the state board of education. The state board of education is responsible for the administration of this program working with the school boards in the state of Tennessee to meet the needs of a particular school district and/or school systems.

Such grants are limited to personnel under contract to work with exceptional children in the exceptional child program in the state of Tennessee or those individuals who agree to work with exceptional children upon completion of their training period for such contractual periods as the state board of education may by regulation specify. Those individuals participating in this training program shall sign a commitment satisfactory to the state board of education that they will take an appropriate available job within the state of Tennessee upon the completion of their training period. Such commitments shall be binding upon those who sign them and receive scholarship aid, but the state board of education may waive the enforceability thereof in the event of extreme and unforeseen hardship.

The state board of education is authorized to develop a plan with the school boards in the state of Tennessee which plan will provide for funding arrangements to support the training of the para-professional personnel as well as other arrangements necessary for the operation of the training program.



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## TEXAS

*Texas Code Annotated 1972; Supplement 1975-1976*

### **2§11.52 Powers and Duties**

(1) The commissioner of education shall advise and counsel the school officers of the counties, cities, and school districts on the best methods of conducting the public schools. He may issue instructions and opinions regarding rules and regulations which shall be binding for observance on all officers and teachers.

(m) The commissioner shall inform himself about the educational progress of the different parts of this state and of other states. Insofar as he may be able, he shall visit different sections of this state, address teachers' institutes, associations, and other educational gatherings, instruct teachers, and promote all aspects of education. The legislature shall make adequate appropriations for the commissioner's necessary travel expenses, or those of his representative, when in service of the state.

### **2§17.60 Teachers' Meetings**

(a) The county superintendent or ex officio county superintendent may call the teachers of the county together for one or more meetings, but not to exceed three in any one school year, the number to be determined by the county governing board and county superintendent. These meetings may be held on Saturday for one or more hours, but not to exceed three hours on any one day, as the program arranged may demand.

(b) The county superintendent may require teachers' attendance at these meetings but they shall not be paid therefor.

(c) The trustees of any independent district having 500 or more scholastic population may authorize the superintendent of schools in the district to hold district teachers' meetings in lieu of county meetings.

### **2§21.116 Instruction Sessions for Teachers**

(a) In order to keep the teachers abreast of the latest developments in subject matter, the Center Education Agency, with the cooperation of the advisory commission, shall provide by regulation for annual instruction sessions.

(b) Every person assigned to teach the course in the public schools shall attend the instruction sessions as required by regulation of the Central Education Agency.

### **2§21.910 Developmental Leaves of Absence**

(a) In this section, "teacher" means an employee of a school district who is employed in a position requiring a permanent teachers certificate under the laws of this State.

(b) The governing board of a school district may grant a developmental leave of absence for study, research, travel, or other suitable purpose to a teacher who has served in the same school district at least five consecutive school years.

(c) The governing board may grant a teacher a developmental leave of absence for one school year at one-half of his regular salary or for one-half of a school year at his full regular salary. Payment to the teacher shall be made periodically by the school district in the same manner, on the same schedule, and with the same deductions as if the teacher were on full time duty.

(d) The State Board of Education by regulation shall establish a procedure whereby applications for developmental leave are received and evaluated by the governing board of a school district and shall determine an equitable ratio of classroom teachers to other certified personnel who may be granted leave over a period of time.

(e) A teacher on developmental leave shall continue to be a member of the Teacher Retirement System of Texas and shall be a teacher of the school district for purposes of participating in programs, holding membership, and receiving benefits afforded by his employment in the school district.

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## UTAH

*Utah Code Annotated 1953; Supplement 1975*

**§53-3-10      Annual convention of school officials-Expenses**

The state superintendent may call annually a convention of the district and city superintendents, to assemble at such time and place as he shall deem most convenient, for the discussion of questions pertaining to the supervisions and administration of the public schools, the laws relating thereto and such other subjects affecting the welfare and interest of the public schools as shall properly be brought before it. It is hereby made the duty of all district and city superintendents to attend such conventions when called. The actual traveling expenses of district and city superintendents for attending such conventions shall be allowed by their respective boards of education and paid out of the same fund as their salaries.

**§53-14-8      Courses of study**

For the purpose of this act the state superintendent of public instruction shall prepare not later than September 1, 1939, teaching materials and materials of instruction, bulletins, courses of study and visual education aids, such as in his judgment will best accomplish the purposes of this act for the use of boards of education, supervisors, teachers and all other persons employed by any school or other educational agency supported in whole or in part by the state of Utah and shall incorporate the same into the regular course of study for use by schools or other educational agencies of the state; such supervision, teaching materials and materials of instruction, bulletins, courses of study, visual education aids and etc. shall also provide suggestions and plans for the volunteer uniting of the efforts of educational, civic, community and church organizations to accomplish the purposes of this act.

**§53-15-1      State board of education to supervise**

The supervisors of agricultural and industrial and home-economics education shall do their work under the supervision of the state board of education. They shall systematize the teaching of agriculture and trade and industrial education and home economics in the high schools and district schools of the state, and suggest the courses particularly suited to the individual students and to the communities in which the schools are located. They shall visit each county school district in the state at least once each year, and make suggestions as to the best methods of teaching the principles underlying agricultural and industrial and home-economics work in the schoolroom, and shall make suggestions as to laboratory work and the practical work to be done by the pupils at home. They shall make recommendations to each district superintendent, each principal, and each agricultural and industrial and home-economics teacher for the improvement of the agricultural and industrial and home-economics teaching in each particular school. They must report annually in writing to the state board of education. Such supervisors shall co-operate with the Utah State Agricultural College and the state school of education in all matters pertaining to subject matter and methods underlying their work.

**§53-41-1      Merit programs-Statement of principle**

The state legislature affirms its belief in the merit principle in public employment and declares its intention of furthering implementation of the merit concept in the field of public education. Local school districts in Utah are encouraged to qualify themselves to operate effective personnel evaluation programs and to develop professional merit salary programs relative to such evaluations. The state also recognizes the need for further research concerning the effects of merit programs on the quality of education, and also the need for continued training to improve school administration, supervision, and personnel evaluation. Such research and training should be conducted cooperatively by the state agency and the local districts.

VERMONT — INDEX

**Calendar**, 16§1072

**Commissioner of Education**, 16§53, 16§54, 16§212

**Department of Education**, 16§1048

**Finance:**

Compensation, 16§1753

**Inservice Authority:**

Commissioner of Education, 16§53, 16§54, 16§212

Department of Education, 16§1048

Local Superintendent, 16§1072

State Education Association, 16§1753

**Inservice Categories:**

Conferences, 16§54

Meeting, 16§1753

Scholarships, 16§54

Summer School, 16§212

**Inservice Participants:**

Local Superintendents, 16§212

Teachers, 16§53, 16§54, 16§212, 16§1753

**Inservice Subjects:**

Alcohol and Drug Abuse, 16§53, 16§54

**Local Superintendents**, 16§1072, 16§1753

**State Board of Education**, 16§53, 16§212, 16§1753



## VERMONT

*Vermont Statutes Annotated 1974; Supplement 1975*

**16§53 Supervisor**

The commissioner with the approval of the state board shall appoint a supervisor of alcohol and drug abuse education and such assistants as may be required whose responsibilities shall be to supervise the preparation of appropriate curricula for use in the public schools, to promote programs for the preparation of teachers to teach these curricula, and to direct education concerning alcohol and drug abuse.

**16§54 Scholarships**

The commissioner may grant scholarships for competent and interested teachers whom he may designate for the purpose of pursuing intensive study in the field of alcohol and drug education.

**16§212 Commissioner's duties generally**

The commissioner shall execute those policies adopted by the state board in the legal exercise of its power and shall:

(7) Arrange conferences and summer schools for superintendents and for teachers and employ suitable speakers, lecturers and instructors for the same; fix the amount of tuition therefor; provide for educational gatherings, institutes, summer schools and other like supplementary educational activities and for cooperation with the free public library commission.

**16§1048 Administration**

The administration of this subchapter, including the training and qualification of instructors, selection of instructional material and visual aids, shall be in the department of education.

**16§1072 Legal holidays; dismissal by superintendent's permission**

A teacher in a public school shall not be required to teach on a legal holiday, and the superintendent may give written permission to a teacher to dismiss school for not more than two days whenever such dismissal seems to the superintendent necessary or proper.

**16§1753 Time not spent in teaching counted in determining compensation**

The time not exceeding five days during any one year, actually spent by a teacher in attendance upon a meeting of the state education association, or upon educational meetings held under the authority of the board of education, and the time actually spent by a teacher visiting schools when so directed by the superintendent, shall, in determining the compensation of the teacher, be counted the same as if spent in teaching.

## **VIRGINIA — INDEX**

### **Inservice Authority:**

Local Superintendent, §22-210

### **Inservice Category:**

Meetings, §22-210

### **Inservice Participants:**

Teachers, §22-210

Local Superintendent, §22-210

School Board, §22-210

**VIRGINIA**

*Code of Virginia 1950; Supplement 1975*

**§22-210**

**Meetings of teachers to be encouraged**

The school board shall encourage meetings of teachers to be held from time to time in the county under such regulations as the division superintendent of schools may prescribe.

## WASHINGTON — INDEX

**Attendance**, §28A.03.030, §28A.58.100

**Finance:**

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Intermediate School District General Expense Fund, §28A.71.100

Reimbursement, §28A.03.030

**Inservice Authority:**

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Local Superintendent, §28A.03.030, §28A.71.100

Superintendent of Public Instruction, §28A.03.030

**Inservice Categories:**

Consulting, §28A.03.030, §28A.21.110

Conventions, §28A.03.030, §28A.58.100

Institutes, §28A.58.100, §28A.71.100

Meetings, §28A.03.030

Workshop, §28A.71.100

**Inservice Participants:**

Local Superintendent, §28A.03.030

School Officers, §28A.03.030, §28A.21.110

Superintendent of Public Instruction, §28A.03.030

Teachers, §28A.21.110, §28A.71.100

**Inservice Subjects:**

Supervision and Administration, §28A.03.030

**Leaves of Absence (Sabbaticals)**, §28A.58.100

**Local Boards of Education**, §28A.71.100

**Local Superintendents**, §28A.03.030, §28A.21.110, §28A.71.100

**Superintendent of Public Instruction**, §28A.03.030

## WASHINGTON

*Revised Code of Washington Annotated 1970; Supplement 1974*

### **§28A.03.030 Powers and duties generally**

In addition to any other powers and duties as provided by law, the powers and duties of the superintendent of public instruction shall be:

(4) To travel, without neglecting his other official duties as superintendent of public instruction, for the purpose of attending educational meetings or conventions, of visiting schools, of consulting school district superintendents or other school officials.

(7) To hold, annually, a convention of the intermediate school district superintendents of the state at such time and place as he may deem convenient, for the discussion of questions pertaining to supervision and administration of the school laws and such other subjects affecting the welfare and interests of the common schools as may be brought before it. Said convention shall continue in session at the option of the superintendent of public instruction. It shall be the duty of every intermediate school district superintendent in this state to attend said convention during its entire sessions, and any intermediate school district superintendent who attends the convention shall be reimbursed for traveling and subsistence expenses as provided in RCW 18A.19.090 (28A.21.130) in attending said convention.

### **§28A.21.110 Superintendent's powers and duties-Generally**

In addition to other powers and duties as provided by law, each intermediate school district superintendent shall:

(2) Visit the schools in the intermediate school district, counsel with directors and staff, and assist in every possible way to advance the educational interest in the intermediate school district.

### **§28A.58.100 Directors-Hiring and discharging employees-Leaves for employees-Seniority and leave benefits, retention upon transfers between schools**

(2) Adopt written policies granting leaves to persons under contract of employment with the school district(s) in positions requiring either certification or non-certification qualifications, including but not limited to leaves for attendance at official or private institutes and conferences and sabbatical leaves for employees in positions requiring certification qualification, . . . .

### **§28A.71.100 Authorized-Support-Accounting**

The intermediate school district board may arrange each year for the holding of one or more teachers' institutes and/or workshops for in-service training in such manner and at such time as the board believes will be of benefit to the teachers within the intermediate school district. The board may provide such additional means of teacher in-service training as it may deem necessary or appropriate and there shall be a proper charge against the intermediate school district institute funds and/or the intermediate school district general expense fund when approved by the intermediate school district board.

Intermediate school district boards of contiguous intermediate school districts, by mutual arrangements, may hold joint institutes and/or workshops, the expenses to be shared in proportion to the number of certificated personnel as shown by the last annual reports of the intermediate school districts holding such joint institutes or workshops.

In local school districts employing more than one hundred teachers, the school district superintendent may hold a teachers' institute of one or more days in such district, said institute when so held by the school district superintendent to be in all respects governed by the provisions of this code relating to teachers' institutes held by intermediate school district superintendents.



**Calendar,** §18-5-15, §18A-5-2

**Finance:**

Compensation, §18-2-12, §18A-5-4

**Inservice Authority:**

Local Board, §18-5-15, §18A-5-2

Local Superintendent, §18-4-10

**Inservice Categories:**

Conferences, §18A-5-4

Conventions, §18A-5-4

Institutes, §18-4-10, §18-5-15

Meetings, §18-5-15, §18A-5-2

Training, §18-5-13, §18-5-15

Workshops, §18A-5-2

**Inservice Participants:**

Teachers, §18-5-15, §18A-5-2, §18A-5-4

Teachers' Aides, §18-5-13

**Leaves of Absence (Sabbaticals),** §18-2-12

**Local Board,** §18-5-13, §18A-5-2, §18A-5-4

**Local Superintendent,** §18-4-10, §18-5-15, §18A-5-4

**State Board of Education,** §18-2-12, §18-5-13

## WEST VIRGINIA

West Virginia Code 1971; Supplement 1975

### **§18-2-12      Sabbatical leaves**

The state board of education shall have the authority to grant sabbatical leaves to faculty members at educational institutions under its control for the purpose of permitting them to engage in graduate study, research or other activities calculated to improve their teaching ability. Such leave shall be granted only in conformity with a uniform plan adopted by the board and shall be subject to such reasonable rules and regulations as the board may prescribe. Any plan adopted by the board shall not provide for the granting of sabbatical leave to any faculty member who has served less than six years at the institution where he is employed, nor shall such leave be for more than one semester at full pay or two semesters at half pay. Any faculty member receiving a sabbatical leave shall be required to return and serve for at least three years at the institution from which he was granted the leave or to repay to the institution the compensation received by him during his leave. Compensation to a faculty member on sabbatical leave shall be paid from the regular personal services appropriation of the institution where he is employed.

### **§18-4-10      Duties**

The county superintendent shall:

(4) Organize and attend district institutes. . . .

### **§18-5-13      Authority of boards generally**

The boards, subject to provisions of this chapter and the rules and regulations of the state board, shall have authority:

(8) To employ and to provide in-service training for teachers aides, the training to be in accordance with rules and regulations of the state board. . . .

### **§18-5-15      School term; employment term; instructional term; extension of terms; levies; ages of persons to whom schools are open**

Noninstructional days in the employment term may be used for curriculum development, preparation for opening and closing of the instructional term, in-service and professional training of teachers, teacher-pupil-parent conferences, professional meetings and other related activities. Where the employment term overlaps a teacher's participation in a summer institute of higher learning for the purpose of professional growth, the teacher may substitute, with the approval of the county superintendent, such participation for not more than four of the noninstructional days of the employment term.

### **§18A-5-2      Holidays; closing of the schools; time lost because of such holidays; special Saturday classes**

In addition to any other provisions of this chapter, the board is further authorized to provide in its annual budget for meetings, workshops, vacation time or other holidays through extended employment of personnel at the same rate of pay.

### **§18A-5-4      Educational meetings**

A county board of education may approve the attendance of any or all teachers at educational conventions, conferences, or other professional meetings if teachers on school days when in the judgment of the superintendent it is necessary or desirable. Attendance at such meetings may be substituted for an equal amount of teaching and teachers so attending shall not suffer loss of pay. Further, the board is authorized to pay all or any part of expenses of any personnel whom it may designate to represent it at any such professional or educational meetings or in visitation to another school system.

## WISCONSIN — INDEX

**Calendar, §119.18**

**Educational Service Agency, §116.01**

**Finance:**

Compensation, §118.21

State Aid, §121.02

**Inservice Authority:**

Educational Associations, §118.21

Educational Service Agency, §116.01

**Inservice Categories:**

Conventions, §118.21, §119.81

Programs, §116.01

Workshops, §121.02

**Inservice Participants:**

Professional Staff, §121.02

Teachers, §118.21

**Local School Boards, §118.21**

**State Superintendent, §116.01, §121.02**

## WISCONSIN

*Wisconsin Statutes Annotated 1973; Supplement 1975-1976*

### **§116.01 Purpose**

The organization of school districts in Wisconsin is such that the legislature recognizes the need for a service unit between the local school district and the state superintendent. The co-operative educational service agency created under subch. II of ch. 39, 1963 stats., are designed to serve educational needs in all areas of Wisconsin and as a convenience for school districts in cooperatively providing to teachers, students, school boards, administrators and others, special educational services including, without limitation because of enumeration, such programs as research, special student classes, data collection, processing and dissemination, in-service programs and liaison between the state and local school districts.

### **§118.21 Teacher contracts**

(4) School boards may give to any teacher, without deduction from wages, the whole or part of any time spent by him in attending a teachers' educational convention, upon the teacher's filing with the school district clerk a certificate of attendance at the convention, signed by the person or secretary of the association conducting the convention.

### **§119.18 Board; powers**

(6) School calendar. The board may determine the school calendar and vacation periods for each school year for the regular day schools, summer schools, social centers and playgrounds, except that:

(a) The period of teacher service in the regular day schools shall not exceed 200 days, including the legal holidays and educational convention days on which schools are closed.

### **§121.02 Classification of aid districts**

For the purpose of computing state aid under this subchapter, the following classes of aid districts are established:

(2) Integrated aid district. Integrated aid is the highest level of state aid. To be classified as an integrated aid district, a school district shall meet all the following requirements, unless the requirement applies only to grade which the school district does not operate.

(b) It shall furnish satisfactory evidence to the state superintendent of continuous inservice improvement of its professional staff, such as summer session attendance and participation in workshops, extension classes and similar activities.

## WYOMING — INDEX

**Attendance, §21-300**

**Boards of Commissioners, §21-300**

**Boards of Directors, §21-300**

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Funds, §21-300

**Inservice Authority:**

Local Superintendent, §21-300, §21-301, §21-302

State Board of Education, §21-14

**Inservice Categories:**

Conferences, §21-302

Courses of Reading, §21-14

Institutes, §21-300, §21-301

**Inservice Participants:**

Teachers, §21-14, §21-300, §21-301, §21-302

**Inservice Subjects:**

Instructional Advancement of Teaching, §21-300

**Local Superintendent, §21-14, §21-300, §21-301, §21-302**

**State Board of Education, §21-14**



## WYOMING

*Wyoming Statutes Annotated 1957; Supplement 1975*

### **§21-14      Reading courses and training for teachers**

The state board of education shall prescribe and publish annually courses of reading for teachers in the elementary and high schools and may require certified statements from teachers or take such other methods as may in its judgment seem necessary to assure itself that the required reading has been done, or it shall prescribe such other methods of training teachers in service as it may deem necessary and promote the same through city and county superintendents.

### **§21-300      County teachers' institutes-Generally**

The county superintendent of schools shall hold annually at some convenient place, a county teachers' institute for the instruction and advancement of teaching. Said institute shall continue not less than one day, nor more than two days. The county superintendent shall preside at all meetings and shall determine the time and place for holding such meetings. It shall be the duty of all teachers actually engaged in teaching or having either a written or verbal contract to teach in such county, excepting teachers under the supervision of a district superintendent of schools or a principal of district schools, to attend such institute, unless they shall have a written excuse signed by the county superintendent; and the state superintendent of public instruction may, at his or her discretion, upon the written complaint of the county superintendent, revoke the certificate or refuse to grant a certificate to any teacher who refuses to attend the county institute held in accordance with the provisions of this section. Provided, that a certificate signed by a regular practicing physician of the inability of any such teacher to attend such institute or the affidavit of two citizens of the county that the said teacher was unable to attend said institute because of storms, floods or other conditions beyond control of said teacher, shall operate to exempt said teacher from the provisions of this section. Each teacher who attends institute shall be given by the county superintendent, a certificate setting forth the number of days of said institute such teachers shall have been in attendance, and the board of directors shall withhold the salary of any teacher who shall not produce the said certificate of attendance or an excuse from the county superintendent for the time that he should have been in attendance at the institute. It shall be the duty of each district board to pay all teachers who are required to attend such institute the same salary per day that would have been paid the same amount of time been expended in teaching. It shall be the duty of the county boards of commissioners in each county where institutes are required, to appropriate annually, two hundred dollars (\$200.00) in counties having an assessed valuation of more than five million dollars (\$5,000,000.00); one hundred dollars (\$100.00) in counties having an assessed valuation of more than two million and five hundred dollars (\$2,500,000.00); one hundred dollars (\$100.00) in counties having an assessed valuation of more than one million and four hundred thousand dollars (\$1,400,000.00), and not exceeding two million and five hundred thousand dollars (\$2,500,000.00), for the payment of such instructors or lecturers as the county superintendent may employ to assist in holding the county institute, and no part of the amount appropriated shall be paid out by the county commissioners to the lecturers or instructors or any other expenses incurred by the county superintendent for county institute purposes unless ordered by the county superintendent.

### **§21-301      Same-Joint**

Two or more counties may, at the direction of their county superintendent, unite for the purpose of holding a joint annual institute at such place as may be agreed upon by such superintendents, and all the provisions of section 1305 (§21-300) shall apply to such joint institute.

### **§21-302      Local teachers' conferences**

The county superintendent of any county may at his discretion substitute for the county teachers' institute as provided in section 1560, Wyoming Compiled Statutes, 1920 (§21-300), or for any portion thereof, local teachers' conferences, and all provisions of said section 1560, Wyoming Compiled Statutes, 1920 shall apply thereto.

## GUAM — INDEX

**Department of Education, §11880**

**Finance:**

Compensation, §11880

**Inservice Categories:**

University of Guam, §11880

**Inservice Participants:**

Non-contract Teachers, §11880

Professional Educators, §11880

**§11880****In-service training for resident teachers**

Any non-contract teacher or professional educator employed by the Department of Education in a permanent position who is a bonafide resident of the Territory of Guam, who lacks not more than two (2) years or their equivalent in requirements for a baccalaureate degree in education, shall be entitled to enrollment at the University of Guam for the purpose of completing work toward such degree as an in-service training program, whereby he continues to receive his regular salary from the department, including all scheduled pay increases, so long as he maintains passing work at the college and so long as a program leading to the issuance of a baccalaureate degree in education is pursued; provided, however, that no person shall participate in such in-service program in excess of two (2) years or their equivalent. In addition, every person who participates in such program shall be obligated to work for the government of Guam for a period of two (2) years for each year of training received, failing which he shall be liable to repay the cost to the government of his training.

## PUERTO RICO — INDEX

**Director of Personnel, 18§864, 18§1059**

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**Inservice Authority:**

Director of Personnel, 18§864, 18§1059

School Directors, 18§75

Secretary of Education, 18§213

**Inservice Categories:**

Visitation, 18§75

Studies at University, 18§213

**Inservice Participants:**

Staff, 18§864, 18§1059

Teachers, 18§213

**School Directors, 18§75**

**Secretary of Education, 18§213**

*Puerto Rico Annotated 1961; Supplement 1974*

**18§75**

**Visitation of schools**

The school directors shall have the right to visit their schools as frequently as possible, and to report to the supervising principal on the work of any teacher. They shall supply the necessary school equipment in accordance with the recommendations of the supervising principal, cooperating with the latter to remedy all defects noted. If the school director does not remedy the defects in school equipment the supervising principal may bring the matter officially to the attention of the Secretary of Education and the school director shall cooperate with the Department of Education in promptly removing any unsatisfactory conditions in the schools.

**18§213**

**Appointments by Secretary; substitutions for advance studies**

With the exception of elementary and secondary teachers, as classified in section 211 of this title, all other teachers and officials stated in said section 211, shall be appointed directly by the Secretary of Education.

The Secretary of Education is hereby authorized to appoint substitute teachers from any of the categories of teachers mentioned in section 211-213 of this title, to substitute regular teachers for a period not to exceed five (5) months in a school year, so as to allow said regular teachers to pursue studies in the Normal School of the College of Education of the University of Puerto Rico. During such temporary absence, teachers so favored shall be paid full salary, and substitute teachers shall be paid such salaries as, according to law, correspond to the category of the service rendered by them; Provided, That the salaries to be paid to such teachers as the Secretary of Education designated to pursue studies at the University of Puerto Rico, pursuant to the foregoing provisions, shall be paid out of the funds specially appropriated for "Summer Schools and Teachers' Institutes".

**18§864**

**Educational training programs**

The Director of Personnel shall, in collaboration with the nominating authorities and the public agencies, develop educational programs and programs for the training of students and employees who so request, and who meet the requirements demanded.

**18§1059**

**Professional improvement**

The Director is hereby authorized to allocate, with the approval of the Board, the funds necessary for professional improvement in activities requiring technical and specialized personnel to carry out this program.



**AMERICAN SAMOA**

*American Samoa Code 1973; Supplement 1974*

**NO STATUTORY PROVISIONS**

## **VIRGIN ISLANDS — INDEX**

**Board of Education, 17§128, 17§174, 17§175**

**Commissioner of Education, 17§128, 17§175**

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**Inservice Authority:**

Board of Education, 17§174, 17§175

**Inservice Categories:**

Scholarships, 17§174, 17§175

**Inservice Participants:**

Employees, 17§174

Teachers, 17§175

**Leaves of Absence, 17§128, 17§175**

## VIRGIN ISLANDS

*Virgin Islands Code Annotated 1970; Supplement 1974*

**17§128 Leaves of absence**

Leaves of absence for employees in the Department of Education may be recommended by the Commissioner of Education and the Virgin Islands Board of Education, and granted by the Governor, provided that no such leave shall affect tenure.

**17§174 In-service training scholarships**

(a) Upon the recommendation of any department head to the Virgin Islands Board of Education, scholarships shall be granted in meritorious cases to employees in service in the Government of the Virgin Islands, to enable such employees to pursue study and training for improvement in their fields.

(b) Scholarships granted under this section shall not exceed the sum of \$800 a year, which sum shall be applied to the payment of tuition, lodging, board, transportation expenses or any other related expenses in connection with the studies pursued in each case.

**17§175 Scholarships and leaves for teachers**

Scholarships and leaves with pay to teachers in active service shall be recommended to the Virgin Islands Board of Education by the Commissioner of Education for approval or disapproval by such Board under such rules and regulations as the Board may prescribe. In no event shall such scholarships or leaves be granted by the Board in the absence of a specific recommendation to that effect by the Commissioner. Leaves with pay for the pursuit of studies may be granted for a period of not to exceed two years.